



# Nicholson Street Public School

*Learning, Laughter, Life*

Nicholson Street  
Balmain East  
NSW 2041

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School Information Booklet



## School A to Z Information Booklet

# Welcome to Nicholson Street Public School

**Welcome to Nicholson Street Public School. This handbook will assist you to find out about our school to help you build a strong link between home and school. We look forward to working with you to maximise academic and social outcomes for your child and prepare them for rewarding lives as engaged citizens.**

2022 – '23



**Principal: Mr John Nguyen**





Nicholson Street Public School's motto  
*'Learning, Laughter, Life'*  
 underpins everything we do.



### ABSENCE FROM SCHOOL

Notification to the school office via the Schoolzine app is preferred whenever a child is absent. Please telephone the school in the case of any contagious disease or protracted illness. It is the principal's legal responsibility to approve any absence in conjunction with the Home School Liaison Officer. For periods of extended and planned leave, approval must be sought from the principal.

### ACCIDENTS AND INJURY

In the case of an accident, your child will be taken to one of the school staff members for first aid. You or your emergency contact person will be notified if medical attention, beyond what is given as a regular part of school first aid, is necessary. Please make sure that the school has a current phone number for emergency calls, updating this information as often as necessary.

### ATTENDANCE

All children across NSW must attend school every day during term time. Hours of attendance at Nicholson Street Public School are:  
 9:15am – 3:15pm.

Children may not be withdrawn from the school by anyone other than the parents and caregivers named on the Student Enrolment Form, unless written authority is presented/emailed to the office.

### BAND, MUSIC & PERFORMING ARTS PROGRAMS

The school runs a number of music ensembles

including a training and concert band. Rehearsals are usually on Thursday and Friday mornings for both concert band and training band. Other ensembles run during the week and individual tutorials mostly take place after school hours. Students are given many opportunities to participate in regional and state creative arts initiatives including Create East, drama and dance camps and concerts at the Sydney Opera House.

### BEFORE AND AFTER SCHOOL CARE

Before and after school care is provided on site by Balmain East School Care (BESC). The centre is a community run, not-for-profit venture which is owned by its users and managed by a committee of parent volunteers. BESC provides care for children daily from 7am to 8:45am and 3.15pm to 6pm.

If you wish to have your child attend the centre, you must become a member of the centre and book a place for your child in advance. Bookings are available on a regular or casual basis. The service is very popular and early booking is recommended.

Bookings must be made directly with the centre; they cannot be made through the school office. Please contact the Centre Coordinator on 02 9810 3161 or refer to the BESC website [www.bescaftercare.com.au](http://www.bescaftercare.com.au) for more information about BESC and how to book.





## Nicho online

Stay informed and connected to what's happening at Nicho.

### Schoolzine

Download the Schoolzine App and add yourself to your child's class group,  
<https://www.schoolzine.com/>

### Website

Visit our website,  
<https://nicholson-p.schools.nsw.gov.au/>



### BELL TIMES

The bell times at Nicholson Street Public School are:

- 9:15am Morning bell
- 11:15am Lunch bell
- 12:00pm End of lunch bell (lessons resume 12:05pm)
- 1:35pm Afternoon tea (recess)
- 2:00pm End of afternoon tea (recess)
- 3:15pm End of the school day

### BIRTHDAYS

If you wish to send cakes to celebrate your child's birthday, please send cupcakes or individually portioned items as these are easier and more hygienic for handling. Please do not send candles or knives. Be mindful that some students have serious allergies and nut-safe and healthy food alternatives are always welcome.

### BOOK WEEK – Children's Book Council of Australia

Book Week is a celebration of Australian children's authors and is celebrated in schools across Australia. School activities usually take the form of a book character parade and may include visits to school by illustrators and authors.

### BUDDIES

To help our kindergarten students have a positive start to school we use a buddy system, where each kindergarten student is allocated their own senior student buddy. The senior students form a relationship which lasts for the full Kindergarten year and often beyond. Buddies assist kindergarten students in the playground and actively work with them in class for the first few weeks. This sharing and helping is a feature of the ethos this school promotes. As well as this, children from the middle grades work with younger children in a variety of activities.

### BUS PASSES

Students may be eligible for subsidised bus travel to and from school on the government buses. Children should carry their School Opal card with them while travelling to and from school. Please contact [transportnsw.info/school-students](https://transportnsw.info/school-students) to apply for a School Opal card.

### CAMPS

Camps are organised for all students in Years 3-6. All children attend a camp to build and foster positive relationships and independence. These camps usually occur on a two year cycle.

### CANTEEN

Canteen runs at the school every Tuesday. Orders are placed online and food is prepared, delivered and served fresh by the School Canteen. To register to use the canteen go to <https://www.theschoolcanteen.com.au/> and search for Nicholson Street Public School to register as a user.

### CHANGE OF ADDRESS

It is most important that you notify the school office as soon as you move house, or if your home or work telephone contact numbers change. Up to date telephone numbers of someone who can be contacted in an emergency are essential.



## CHARITIES

Students are encouraged to participate in a number of student and parent led fundraising events throughout the year. This forms a part of students' service learning, helping to build social conscience and understanding of responsibility.

Student led fundraisers, including dress-up days and captains' fundraisers etc. raise funds for various charities.

## CHOIR

If your child loves to sing and learn new songs they may be able to join one of our choirs. The students in the choirs attend practice sessions, perform at school functions throughout the year and may also be involved in singing outside of the school. For example, our choir students have performed at various local functions and in the School Spectacular.

## CLASSES

Classes are formed each year based on student enrolments. Stage based and multiage classes are a facet of our school, and involve students working together across and within classes and age groups to provide the best social and learning outcomes for each cohort of students. Parents will be advised of class groups at the beginning of each school year.

## CLASSROOM HELPERS

Parent helpers are actively encouraged. Help can take the form of listening to children read, helping with writing, using technology, cooking, gardening or any other skill that you might be able to offer. Please contact your child's teacher to see how you might be able to lend a hand.

## COLLECTING CHILDREN AFTER SCHOOL

School finishes for all children at 3.15pm. Children who are not attending after care should be collected at that time. If in an emergency you are unavoidably delayed, please telephone the school and your child will be cared for in the main office or given a message as to what they should do. If you are not contactable by 4:00pm, your child may be taken to BESC and you may be charged for OOSH care.

## COMMUNICATING WITH CLASS TEACHERS

Communicating with your child's teacher directly is the best way to find out the necessary information about most things that take place in our very busy school.

Making an appointment through the office is the best way to discuss issues that require more time and attention, as before and after school can be hectic

and are important preparation and meeting times for class teachers as they prepare for the day's many and varied activities.

An email ([nicholson-p.school@det.nsw.edu.au](mailto:nicholson-p.school@det.nsw.edu.au)) or phone call to the school office is a great way to get a message to your child's teacher or to arrange for an appointment.

## COMPETITIONS

Our school offers students the opportunities to participate in external competitions which may be free or at a cost to families. Some competitions we have been involved in are the Regional Public Speaking Competition, debating, Premiers Reading Challenge, Premiers Spelling Bee and ICAS assessments. Parents are notified of available upcoming competitions by teachers or via the Schoolzine app.

## COUNSELLOR

The School counsellor visits the school each fortnight, to provide guidance and counselling to children and parents. Arrangements to consult the counsellor can be made through your child's classroom teacher, the Assistant Principal or Principal. The counsellor will not work with children without signed permission from parents or carers.

## CURRICULUM

The six learning areas as set down by the NSW Education Standards Authority (NESA) are:

- English
- Mathematics
- Science and Technology
- Human Society and Its Environment (HSIE – incorporating History and Geography)
- Creative Arts
- Personal Development, Health & Physical Education

There are also policies in cross curriculum areas such as: Aboriginal Education, Drug Education, Multicultural Education, Computer Education and Child Protection.

## DEBATING AND PUBLIC SPEAKING

Students learn debating skills during primary years. Our school has public speaking competitions from Kindergarten to Year 6 and debating teams are entered into competitions against other schools.



**DISCIPLINE (Also refer to PBL and Wellbeing)**

Students at Nicholson Street Public School are encouraged to be friendly and to respect others. We are very proud of our students' behaviour and the positive reputation our students have earned by demonstrating respectful and positive behaviour in the community.

If a child's behaviour is unsatisfactory over a period of time, your child's teacher or the principal will request an appointment with you to discuss the best way of supporting students in managing their behaviour.

The school uses a positive and proactive approach to working with students and their families to promote positive behaviour and effective learning. A copy of the school's *"Student Welfare Policy: Fair Discipline and Effective Learning"*, is available on request.

**DOGS**

Dogs should not be brought onto school property and they should not be left unattended while tethered outside the school. This is to facilitate the safety of our students while they are at school and while they are arriving to and departing from school.

**EDUCATION WEEK**

This is designated by the NSW Department of Education each year to encourage awareness of current issues in education and is a week to showcase the achievement of public education.

In Term 3 during Education Week activities, assemblies and performances are organised and parents can take the opportunity to visit their child's class, be involved in lessons and view displays and performances.

**EMAIL**

Email is an invaluable communication tool and has become the primary mode of communicating school events and news. When communicating with the school via email, please be mindful of the purpose of your message and whether the conversation could be had at a face to face meeting.

**END-OF-YEAR CONCERT**

The culmination of our school year is the final concert in Term 4. It is a showcase of student performance and a celebration of the school's achievements throughout the year.

**ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EAL/D)**

We welcome children from all around the world who come to live in Balmain East. We have a part-time specialist English as an additional language or dialect

## School Rules

**Care**

Show care for others, the school, and the environment

**Respect**

Be positive, be polite, make positive choices for our behaviour

**Cooperate**

Follow instructions and work well with others

**Be Safe**

Keep our hands, feet and objects to ourselves.





teacher who assists children who are learning English. Bilingual students are encouraged to maintain fluency in their first language as well as learning to master English.

### ENROLMENTS

When enrolling your child, please ensure that you complete the all required fields so that the school has all the necessary information. You will be required to provide documents to verify your child's name, birth date and nationality. Immunisation records/status and proof of residence documents must be sighted at the time of enrolment. Children in the designated 'local area' have an immediate right to attend their local school. Enrolment applications for children who are out of our catchment area are assessed on a case-by-case basis.

Children are eligible to enrol in Kindergarten at the beginning of the year in which they turn 5 if their birthday falls before July 31st.

### EVACUATION AND LOCK DOWN DRILLS

Fire, evacuation and lock down drills are necessary for the safety of all those within the school. Students are advised of the proper procedures during these drills. The drills are conducted regularly. Please follow all procedures and requests by staff when visiting the school during an evacuation.

### EXCURSIONS

Class excursions take place to provide extra learning opportunities and to link classwork to the real world. An online permission note containing all the necessary information is sent out via the Schoolzine app and must be completed online. On excursion, children are asked to wear full school uniform including their school hat, unless it is stated otherwise.

### EXTREME WEATHER

In the event of extreme weather students may be kept inside the classroom or under shelter to protect their health and safety.

### FUNDRAISING

During the year the P&C organises fundraising activities to benefit the school community. The money raised provides vital equipment for class programs as well as initiatives to improve the school infrastructure.

### HALLOWEEN FESTIVAL

The Nicholson Street P&C Halloween Festival takes place each year on the last weekend in October. The event is one of the most popular on the

Balmain Peninsula and brings together members of the wider community. All money raised from the festival goes directly back into the school.

### HATS

Hats are vital to protect children from the sun while they are engaged in outdoor activities. School hats form an integral part of the school uniform. The 'bucket hat' is the sun safe option available to families.

### HIGH SCHOOL

All information regarding high schools and selective high schools is received by the school and passed on to Year 5 and 6 students as soon as it is available. We enjoy great relationships with our local high school, Sydney Secondary College Balmain Campus, and work to support the transition of our students into the high school years.

### HOME READERS

Nicholson Street encourages home reading. In K-2 students are supplied with home readers from their classroom teacher. Home reading is meant to encourage phrased and fluent reading and will typically be a few levels below what they are working on in the classroom to develop oral fluency. Please speak to your classroom teacher if you have any questions about home reading.

### HOME SCHOOL LIAISON OFFICER (HSLO)

The attendance patterns of children are monitored by the HSLO. Notes for whole day and partial absences are not just important but a legal requirement. It is a legal requirement that students of school age attend school every day. For more information see the department website: <http://www.schools.nsw.edu.au/gotoschool/attendance.php>

### HOMEWORK

Homework is a valuable part of schooling which involves practising, extending or consolidating class work. Homework trains students to plan and organise time and develops a range of skills in identifying and using information sources. It establishes habits of study, concentration and self-discipline. Homework is provided to all students at a level appropriate for their development and year. All students are expected to complete homework to the best of their ability. Teachers mark homework and provide feedback in order for the learning to be reinforced.

### IMMUNISATION

Children enrolling in Kindergarten require a certificate of vaccination. If you choose not to vaccinate your child, and there is an outbreak of a notifiable disease,



you will be required to keep your child at home until it is safe to return to school.

### **JEWELLERY**

As the wearing of certain jewellery can cause injury to students during play, only the following items may be worn at school:

- \* Earrings - studs or sleepers
- \* Hair accessories are to be school colours or house colours on sport days

### **KINDERGARTEN ORIENTATION & TRANSITION DAYS**

Orientation Days for prospective enrolments are held in Term 4. These sessions provide an insight into the school and the programs we offer. Three transition mornings assist in school readiness. While the children visit Kindergarten and engage in numeracy, literacy and other learning programs such as library or music, parents meet school staff and are given relevant information about the teaching and learning programs and overall school organisation.

### **LATE TO SCHOOL**

Children who arrive after 9.15am must report to the school office.

### **LEARNING SUPPORT**

The Learning and Support Team works with the teachers and parents to provide support for students with special needs. The team meet regularly to discuss the students who have been referred to them and to make decisions about the most appropriate programs. The Learning and Support Team is made up of the Principal, Assistant Principals, School Counsellor, Learning and Support Teachers and School Learning Support Officers (SLSOs).

### **LEAVING SCHOOL BEFORE 3.15pm**

If you need to take your child out of school before the end of the school day, you are required to contact the school office **before** collecting your child. Leaving early for appointments and 'extra-curricular' lessons should be avoided in line with the NSW Department of Education Attendance Policy.

### **LIBRARY**

Students participate in library lessons each week. We strongly encourage children to borrow books for reading at home. Please provide your child with a library bag so that books are protected from wear and tear. School library bags are available to purchase from the uniform shop.

### **LOST PROPERTY**

Please label all your child's possessions for easier identification. Found items will be returned to students if they are labelled. At the end of each term all unclaimed/unnamed school uniforms will be given to the uniform shop for re-sale and all other clothing will be donated to charity.

### **LUNCHES**

All children at the school are supervised for the first 10 minutes of lunch ensuring they eat their lunch. A number of children at the school have severe allergies. Please be nut aware when packing your child's lunch. We encourage you to provide a healthy lunch for your child in a labelled lunch box.

### **MEDICAL INFORMATION**

Parents are asked to supply information about their child's medical history, particularly if the child is in need of regular medication or is asthmatic or anaphylactic. If you require any medication to be administered to your child during the school day you **MUST** complete a medical form at the office and include the exact dosage with the child's name, class and the amount and time to be administered. The medicine must be in original packaging and will be kept in the school office.

Asthma Plans (designed by your GP) are kept in the staffroom with personal Ventolin inhalers for asthma sufferers where necessary. It is a parent's responsibility to ensure that the Asthma Plan and inhaler are given to the school office.

Students who suffer from anaphylaxis or other serious allergies should have an ASCIA Action Plan (designed by your GP). These plans are displayed in the staffroom with the student's epipen where necessary. It is a parent's responsibility to ensure that the Action Plan and epipen are given to the child's teacher. It is also important for parents to note the expiry date on epipens so that they are replaced when necessary. Staff are trained annually in the administering of emergency care to students with asthma or anaphylaxis. Please be sure to notify the school should your child's medical circumstances change.

### **MEET THE TEACHER**

This is held soon after the commencement of the school year. As well as meeting your child's teacher and other parents, you will hear about class organisation, homework, rules, expectations, excursions, ways you can help your child and be involved in learning. You may also like to nominate yourself as the class parent to help establish the valuable connection between teacher, the P&C and the parents in each class.

**MERIT AWARDS**

The merit award system is designed to award effort, achievement and good behaviour. Awards are given out at fortnightly K-6 assemblies.

**MONEY**

All payments to the school are to be made online via the school website.

**NATIONAL LITERACY AND NUMERACY ASSESSMENT PROGRAM (NAPLAN)**

Testing takes place in May each year for all students in Years 3, 5, 7 and 9. These assessments are undertaken by all Australian students in these year levels and the data is provided to teachers, parents and caregivers with assessment information for each student in the areas of literacy and numeracy. The MySchool website provides comparative data for each school in Australia.

**NSW EDUCATION STANDARDS AUTHORITY (NESA)**

To find out more about the New South Wales curriculum and to access any syllabus documents or Foundation Statements go to the website: <https://educationstandards.nsw.edu.au/wps/portal/nesa/k-10/understanding-the-curriculum/curriculum-syllabuses-NSW>

**NEWSLETTER**

A newsletter is published every Thursday and gives details of school events, as well as other important information for families. The news bulletin is available electronically and is emailed directly to parents through the Schoolzine app.

**NON-SMOKING ENVIRONMENT**

Smoking is not allowed inside or near the entries to the school grounds and buildings.

**OPPORTUNITY CLASSES**

Children in Year 4 have the opportunity to sit a test for selection into opportunity classes. Information about this test will be provided prior to the application period. All applications are online and made through the department's High Performing Students Team.

**PARENTS and CITIZENS' ASSOCIATION**

The Nicholson Street Public School P&C provides valuable assistance to the school through fundraising activities and school improvement projects. The monthly meetings provide a forum where parents can participate in decision making and raise matters of interest and concern. Meetings are held on the second Tuesday of each month (within school term) at 7pm. <https://www.nichopandc.com.au/>

**PARENT PARTICIPATION**

We are very proud of the level of community participation at Nicholson Street Public School. We encourage parents and caregivers to be involved in your child's learning at school. Ways to be involved can include:

- introducing yourself to your child's teacher
- asking about your child's progress
- attending P&C meetings
- assisting in classroom activities
- participating in fundraising events;
- attending social functions
- going on excursions with your child's class when appropriate
- attending school functions, e.g. assemblies, sports carnivals, open days.

**PARENT-TEACHER INTERVIEWS**

Parent/Teacher/Student conferences are held at the end of Term 2 to discuss and celebrate your child's educational progress. During the meeting you can ask questions about any areas of your child's education you would like to discuss. If you wish to discuss your child's progress at any other time during the year this can be done by simply making an appointment with your child's teacher through the office.

**PHOTOGRAPHS**

Each year, class and individual photographs are taken by a professional photographer. These photos are available for purchase directly.

**PHOTOGRAPHY AT SCHOOL EVENTS**

When attending school events, please photograph only your own child. If you are photographing other students, ensure you have their parental permission to do so.

**PLAY EQUIPMENT**

The play equipment is very popular with the children and can be used during supervised lunch, recess and physical education sessions. The equipment cannot be used before or after school as there is a requirement for a teacher to supervise this at all times.

**POSITIVE BEHAVIOUR FOR LEARNING (PBL) & STARS REWARDS SYSTEM (Also refer to Discipline and Wellbeing)**

Nicholson Street Public School implements the PBL program. PBL is an evidence-based whole school process to improve learning outcomes for all students. Students learn most effectively in a safe and consistent environment where they are supported and rewarded for positive behaviours.



Our aim is to implement an awards system which:

- \* Emphasises appropriate student behaviour and actions.
- \* Recognises achievement and improvement in academic, social and behavioural areas.
- \* Promotes the development of self-esteem of students within a nurturing school environment.
- \* Uses a consistent approach that utilises a standard language related to the school's core values.

Students are expected to act according to the school's values of Respect, Responsibility, Cooperate and Be Safe. The STAR Cards reward system is easy to understand and recognises the outstanding application of our school values over both the short and long term.

STAR Cards - Presented to students for demonstrating behaviour above and beyond what is expected.

- \* Bronze Awards – 10 Star Cards equals 1 Bronze Award
- \* Silver Awards – 5 Bronze Awards/50 Star Cards equals 1 Silver Award
- \* Gold Award – 10 Bronze Awards/100 Star Cards Equals 1 Gold Award

### PROOF OF AGE

Original proof of age documents must be sighted when enrolling your child. These can be a birth certificate, a passport with a current visa or Australian Citizenship papers.

### REPORTS

Parents will receive written reports of their child's progress at the end of Term 2 and Term 4. Student progress reports indicate progress in all curriculum areas and describe work habits and social development.

### RULES

Children are encouraged to be cooperative, friendly, helpful and well behaved at Nicholson Street Public School. We have four core rules: Care – Respect – Cooperate – Be Safe.

We believe that the most effective policy for student discipline is one that relies on strong links between home and school. If a child's behaviour is not satisfactory, the school's behaviour management processes will be followed, with the expectation that students will take every opportunity to improve when provided with a framework of support in which to manage their

behaviour. The principal will contact parents and carers to discuss behaviour if reasonable opportunities to change behaviour are not used by the student.

### SCHOOL A-Z (PARENTS AND CARERS)

School A-Z is a website created by the NSW Department of Education to assist families. It includes many quick links to a variety of areas. See [www.schoolatoz.nsw.edu.au](http://www.schoolatoz.nsw.edu.au)

### SCHOOL CAPTAINS & STUDENT LEADERSHIP TEAMS

These are elected from our Year 6 students each year. School captains set a good example for all the children through their positive behaviour and attitudes. They help teachers, guide visitors to our school and act as role models for the younger children. The boy and girl, who gain the most votes at the election, become School Captains for the following year. Four Vice Captains are also elected at this time as well as leaders for the other Student Leadership Teams.

### SCHOOL HOURS

The school hours are from 9.15am until 3.15pm. Lunch: 11.15am to 12.05pm; Afternoon Tea: 1.35pm to 2.00pm. All students sit for 10 minutes to eat their lunch prior to playing.

### SCHOOL VISION STATEMENT

At Nicholson Street Public School we support our students to be resilient, respectful, locally engaged, globally prepared, critical thinkers, who are curious and creative lifelong learners.

### SECURITY

Parents are asked to ensure that their children do not enter the school grounds out of hours. Local residents are also asked to report to police if they have reason to suspect the actions of people on school grounds out of school hours.

**School Security Hotline 1300 880 021 (24 hours)**

### SELECTIVE HIGH SCHOOLS

Children in Year 6 have the opportunity to sit a test for entry into selective high schools. Our local selective high school is Sydney Secondary College, Balmain Campus. However, other schools for specific purposes are available, including Newtown High School of the Performing Arts.

Finding out about the local high school options available to your family is as easy as making an appointment with each school to hear about their teaching and learning programs. Information about the Selective High School test will be provided prior to the application period opening. All applications are

made online through the department's High Performing Students Team during the later stages of the Year 5 school year. Your child's classroom teacher will be able to assist you with the application process and any questions you may have about selective schools in NSW.

### **SPECIAL RELIGIOUS EDUCATION AND SPECIAL EDUCATION IN ETHICS**

Special religious education is conducted each week for 30 minutes by visiting teachers appointed by the various religious groups, using a syllabus that they supply.

At the moment we offer Anglican Special religious education classes. Children are placed in the scripture classes according to the information supplied by parents and caregivers on enrolment forms.

A change to Special religious education class can only be made if a letter of request is provided by parents to the class teacher. Children who do not attend these scripture classes may opt to attend ethics classes or take part in non-scripture sessions that are supervised by one of our teachers.

### **SPORT**

A physical education program is part of the curriculum for children from all grades K-6 and physical education is taught by class teachers weekly. The emphasis for all grades is on the development of fundamental movement skills and fitness. Students in Kindergarten to Year 2 also participate in an intensive swimming school in Term 4 each year. The aim of this program is for all children to develop their swimming and water safety skills prior to the summer holidays.

Our school is a member of the local Balmain PSSA (Public Schools Sport Association) and students participate in some interschool sport competitions.

Students also participate in the annual PSSA District carnivals competing against students from other schools in swimming, athletics and cross-country running.

### **SPORT CARNIVALS**

The K-6 swimming carnival takes place each year during term 1, the cross country during term 2 and the athletics carnival is usually held in late term 2 or early term 3. Children compete in a variety of events. A team is selected after the swimming carnival, cross country and athletics carnival to represent the school at the district carnivals.

### **SPORT HOUSES**

The children are divided into three houses for all school carnivals: Mort (Red), Johnston (Yellow) and Darling (Green).

### **SPORT UNIFORM**

The school uniform shop sells school uniforms and sport shorts for sports days and carnivals. All students must wear a hat to participate in school sport and physical education lessons.

### **STAFF DEVELOPMENT DAYS**

Every NSW government school is provided with 5 staff development days (SDD) a year to update staff on curriculum and policy issues relevant to the school and the community. The first day of Terms 1, 2 and 3 are SDDs. There are also two days at the end of term 4 allocated for school development planning and programming for the next calendar year. Variations to staff development days can only be made in consultation with the school community.

### **STUDENT INFORMATION UPDATE FORMS**

These forms will be sent home at the beginning of each year, to ensure that our records are up to date. These forms will also ask you to give 'blanket' permission for activities such as local walking excursions, participation in Child Protection lessons and photographic media permissions. Your cooperation in returning this information promptly is always appreciated.

### **SUPERVISION**

The school grounds are supervised between 8.45am and 3.15pm. Students must not arrive before 8.45am unless attending before school care or an extra-curricular program. During the morning period, children may play on the upper playground but not on the play equipment. After school, families are encouraged to make their way home as soon as possible in a safe way.

### **TEACHERS & STAFF**

Our professional, university-educated teachers encourage students to develop a love of learning and a desire to succeed. They maintain the highest integrity and concern for your child's wellbeing. The principal is responsible for the educational leadership and management of our school.

We also have one School Administrative Manager (SAM) who manages the school office, a School Administrative Officer (SAO), a number of School Learning Support Officers (SLSOs) and a General Assistant (GA).



**TECHNOLOGY**

All classrooms have an interactive whiteboard and access to computers. iPads and laptops are available to all stages with a focus on meaningfully integrating technology into our daily teaching and learning programs across all stages. The school has a comprehensive wireless network allowing devices to be used in all teaching and learning spaces.

**TRANSFERRING TO ANOTHER SCHOOL**

A transfer certificate is issued only when a child leaves Nicholson Street Public School to enrol in another NSW public school. Prior to students enrolling from another public school, parents are required to complete an enrolment form, providing the required proof of identity documents. This form must be signed by the principal who will need to sight original documents. A student's previous school principal must be contacted before enrolment is finalised.

**UNIFORMS**

Students are expected to wear full school uniform as a mark of school pride and connectedness to school identity. Uniforms are available through the P&C Uniform shop. Children are expected to wear uniforms on excursions, unless stated otherwise.

Orders for uniforms can be made online through the P&C website. Uniforms orders delivered to students on Fridays.

<https://www.nichopandc.com.au/shop>

The P&C opens a 'Uniform Shop' on site at the end and beginning of each year to help new Kindergarten parents purchase uniforms for their child/ren.

**VACATION CARE**

BESC (see *Before and After School Care*) offers a full program of activities for children during all school holidays and pupil-free days. This service is used by children from schools across the Balmain peninsula. Please contact the Centre Coordinator on 02 9810 3161 or refer to the BESC website [www.bescaftercare.com.au](http://www.bescaftercare.com.au) for more information.

**VISITORS**

A number of parents and other visitors come to the school for a number of reasons, including assisting teachers in the classroom. We ask that you sign on in the office and collect a visitor's sticker each time you visit.

**VOLUNTARY SCHOOL CONTRIBUTIONS**

This money is requested at the beginning of the year to help Nicholson Street Public School maintain the high quality of resources currently available to support student learning and engagement. Information about how you can support the school by making a voluntary contribution is sent home at the beginning of the year and reminders sent throughout the year.

**WEBSITE**

The school website is a wealth of information about school events, organisation and policy. It is also a valuable link to the NSW Public Schools website.

You can access the Nicholson Street Public School website here:

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

**WELLBEING (Also refer to Discipline and PBL)**

Nicholson Street Public School has an excellent reputation for its student welfare and the positive behaviour displayed by our students.

We recognise this positive behaviour through our rewards system and celebrate it with parents who provide the foundation values and respect in their children.

Each year when we hold our school tours parents are impressed by the behaviour and courtesy they see our students display towards each other.

The school also takes a proactive approach to behaviours that do impact negatively on others. Practical activities have been developed and lessons implemented in all classrooms for Anti-bullying, Drug education and Child Protection.

If behaviour incidents happen at school we respond to them and the children are given the opportunity to talk about what happened. We realise children make mistakes and our aim is for students to learn how their behaviour may affect others. As a school we also operate within the guidelines of the NSW Department of Education Wellbeing Policies.

Teachers are proactive in each classroom and our guidelines focus on keeping parents informed of significant and/or ongoing behaviour issues. Most inappropriate behaviour is managed by the class teacher or playground duty teachers.

If inappropriate behaviour persists, students are referred to a member of the school executive to monitor the behaviour and notify parents that a child's behaviour is causing concern.



**WORKING WITH CHILDREN CHECK DECLARATION or CLEARANCE (APPENDIX 5)**

All volunteers who are working within classrooms, around the school, on excursions or at any time children are present are required to complete an Appendix 5 form – "Declaration for volunteers and non child related contractors".

