



Smithtown Public School

Innovation, Opportunity, Success



WELCOME

A warm welcome from Smithtown Public School to you and your family. As a parent, you naturally want the best for your children, preferring a primary school which has a positive ethos, where children are happy in their schooling, where expectations are consistently high, and where children emerge well prepared both academically and socially for the challenge of the secondary phase of their education.

At Smithtown Public School we meet these high standards. We provide a school environment where children feel secure, where they are involved and excited about their learning and where they work hard and enjoy success.

In welcoming your family to our school community, we believe the education of your child to be a partnership. Together through mutual support and participation, we ensure that your child is successful and enjoys their time at Smithtown Public School.

In our learning community we:

- encourage effort, personal excellence and a positive attitude to learning.
- enhance self-esteem and personal wellbeing in a safe and caring environment.
- promote an atmosphere of tolerance and harmony.



OUR SCHOOL VALUES

Our school and its community are guided by values which:

- promote self-worth and self-esteem in all students;
- respect honesty, equality and the rights of others;
- develop social skills based on cooperation, responsibility and teamwork;
- foster a desire to learn
- recognise individual responsibilities for the environment.

OUR TEACHERS

Our teachers are highly qualified, skilled and dedicated. We acknowledge each child as an individual and provide differentiated and engaging learning programs and activities that meet specific needs and interests.

Our staff focus on working collaboratively and consistently, updating their professional knowledge, skills and experience.

SCHOOL TIMES

8.40 am – Teacher supervision commences

(Any student arriving prior to 8.40 am must be seated on the canteen stairs)

9.00 am – Morning assembly bell

(Students muster in class lines in the COLA, students who arrive after 9.00 am are marked absent and must present at the office for a late pass)

11.00 am – First lunch

(Students will be seated for the first 10 minutes to eat their lunch)

11.40 am – End of first lunch

(Students return to class)

1.30 pm - Second lunch

(Students will be seated to eat their recess)

2.00 pm - End of second lunch

(Students return to class)

2.55 pm – All students assemble under the cola

for delivery of notes and messages. Please note if you have a change of routine please call the office on 6567 4529 prior to 2.30 pm on the day.

3.00 pm - Students are dismissed in the following orderly manner:

- Walkers and Parent Pick-ups will exit from the school grounds via the small gate.
- Bike riders / Scooters will exit the big gate.
- Bus Lines will remain supervised under the COLA
- OOSH (Out of School Hours Care) – Students sit on the canteen stairs awaiting the Lower Macleay Preschool staff to pick up.
- Students waiting for parents are to sit on the canteen stairs. Please note if you are going to be late to pick up your child please call the school by 2.30 pm.

KEEPING UP TO DATE

- Our newsletter is sent home every Monday.
- You can also stay up to date by joining our Facebook 'closed group' page.
- Our school website - <https://smithtown-p.schools.nsw.gov.au/>
- Student / Home communication folders

STUDENT WELL BEING POSITIVE BEHAVIOUR FOR LEARNING (PBL)

Positive Behaviour for Learning (PBL) is a school-wide behaviour initiative. It employs a whole school systems approach to address problem behaviour and reduce its effects on student outcomes and on the school



community as a whole. PBL encourages positive behaviour from students, which has been shown to improve their self-concept and motivation to learn.

PROMOTING POSITIVE RELATIONSHIPS

At Smithtown Public School we aim to establish a learning community in which everyone feels valued and safe, and where individual differences are appreciated, understood and accepted.

To promote this we implement several initiatives including:

- Peer groups
- Leadership program for Year 5 students
- Year 6 support team
- Environmental Leaders
- Sport House Captains
- Pre-School to kindergarten transition program
- Year 6 to high school transition program

YEAR 6 LEADERSHIP AND SUPPORT TEAM

Each year our Year 5 leadership candidates participate in leadership opportunities to prepare them for Year 6 leadership roles. Our school leaders and support team are elected by the whole school.

STUDENT REPRESENTATIVE COUNCIL (SRC)

Selected students elected by their peers, meet each term to discuss student activities and issues within the school. This opportunity allows our students to have a voice and to support changes and for our students to purchase items to support their learning journey in our school.

The SRC facilitate fundraising events but not limited to:

- Cake stalls
- Crazy sock day
- Crazy hair day
- Bingo afternoon



HOMEWORK

Teachers will provide all students with home readers to practice reading skills. Text will be provided Monday and are due to be returned on Friday.

Learning tasks focused on literacy and numeracy tasks will also be provided.

Project based learning may also be required to extend to other KLA's (Key Learning Areas).

LIBRARY

Every child visits the library once a week on a Monday for a lesson, learning how to use the library, find information and to enjoy books. Children may borrow each week. To protect the books we ask that your child has a library bag.

TECHNOLOGY

All classes have interactive whiteboards and or interactive LCD touchscreen boards which are used as teaching tools to support concepts taught, show examples and enable students to share their understanding in a more interactive way.

All classes have access to desktop computers, laptops and i-Pads that students utilise independently and in small group situations.

We also have an extensive range of Science, Technology, Engineering and Mathematics (STEM) resources in each classroom.



CANTEEN

Our canteen is operated by our school Parents and Citizens. (P&C) body. Our healthy canteen focuses on providing fresh and healthy food to our students every Friday offering a \$5.00 meal deal per student.

PARENT & CITIZENS ASSOCIATION

The Parent & Citizens Association meets once a month. The P&C works hard to organize fundraising events to assist in improvements within the school and also plays an integral part in decision making and planning around whole school initiatives. One of the P&C's main aims is to encourage a strong involvement of parents in the school community.

BREAKFAST PROGRAM

Our Year 6 students facilitate our breakfast on Monday, Tuesday and Wednesday. The students are provided with toast and milo during our winter months and fresh fruit during summer.



SPORT

We have a strong commitment to promoting healthy lifestyles and therefore provide many sporting opportunities including but not limited to:

- Swimming
- Athletics
- Cross country
- Rugby League
- Rugby Union
- Netball
- Cricket
- Touch Football
- Surfing
- Gymnastics
- Tennis

ASSEMBLY

Our assemblies are held once a fortnight on a Friday commencing at 2.30 pm, under the (COLA) covered outdoor learning area. It is a wonderful opportunity to come together and celebrate our student's achievements and allows each class to perform items or show case their work samples.

Parents, carers, family and friends are invited to join us at our fortnightly assemblies.



SCHOOL UNIFORM

Our school uniform shop is open on a Tuesday afternoon at 2.45 pm.

SUMMER UNIFORM

- Boys and Girls- School shirt - sky blue/navy panels with navy school emblem.
- Boys navy blue shorts
- Girls navy blue skorts/navy blue shorts
- Girls checked uniform dress
- White socks
- Black Shoes

WINTER UNIFORM

- Boys and Girls- School shirt - sky blue/navy panels with navy school emblem.
- Navy blue long pants
- Navy blue fleecy jackets plain/hooded/jumpers with red emblems
- White socks
- Black Shoes

SPORT

- School sport shirt - red and white with navy school emblem
- Boys-Navy short
- Girls- Navy skorts or navy shorts
- White socks
- Sports shoes



HAT

School hats are to be worn all year round. The navy school hat with red emblem and child's first name embroidered on the back of the hat for easy identification.

Please note: Our P&C provide all new students with their first school hat. If this is lost then parents replace the hat themselves.

All garments are to be labelled clearly so they can be returned to their right owners. Lost property box will be at front office.



EXCURSIONS

Small one day excursions may be organised by class teachers to enhance student learning.

Our major excursions are:

Year K/1 – local / regional excursions

Year 3/4 - 2 night camp – This camp is structured to assist in developing leisure skills and positive social development.

Year 5/6 – 4 night camp Canberra / Sydney (alternate years) – This camp is structured for students to experience and reinforce units of work studied in the classroom.

ATTENDANCE

Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. Schools in partnership with parents are responsible for promoting the regular attendance of students.

Whilst parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, record and monitor part and whole day absences.

To explain an absence parents/carers may:

- Send in a notification of student absence
- Email
- Phone
- Face to face visit

If your child is late for any reason they must obtain a green late arrival pass from the office on arrival and present the pass to their teacher.

If you are collecting your child early from school you must present at the schools office and obtain a yellow early leaver pass and hand it to their class teacher.

If the normal 'going home' arrangements are to be altered, even for only one day, please send a note to your child's teacher informing him/her

of the change and/or call the schools office by 2.30 pm.

If you are planning a holiday or are aware of an absence for a longer period of time a 'Certificate of Extended Leave' form must be obtained then submitted for approval by the Principal.

VOLUNTARY CONTRIBUTIONS

Each year the school asks families to contribute to the cost of providing resources for your child. The contribution is used to buy whiteboards, markers, pencils, books and consumables used in art and craft.

Voluntary school contributions can be paid on line via the parenting online payment (POP) or by cash, or cheque

The voluntary school contribution fees have been set by the P&C and are as follows:

- \$25.00 per student
- \$40.00 for two students
- \$50.00 for three or more students



STUDENT HEALTH CARE PLANS AND PRESCRIBED MEDICATION

If your child has a medical condition, such as allergy, a health care plan will be implemented with input from your family doctor, school staff and parents.

If your child has to take any prescribed medication while at school, it must be handed to the office by an adult with name, directions & permission note from parent. Administering of regular medication will require completion of information and permission forms.

CHANGE OF ADDRESS, CONTACT DETAILS, LIVING ARRANGEMENTS

Any change in living arrangements, address, home phone number, mobile number, emergency contact, work phone number, or other details please contact the office immediately to have these updated on our database.

It is vital that your contact details are up to date in the case that we may need to contact you in an emergency.

STUDENT TRANSPORT

Children are issued with a bus pass after submitting an online enrolment form via Transport NSW.

<https://apps.transport.nsw.gov.au/ssts/schoolPortalAccess#/>

COMMONWEALTH SCHOOL BANKING

Student school banking is every Monday. Applications for your child can be made online.

<https://www.commbank.com.au/personal/kids/school-banking.html>

VOLUNTEERING AT OUR SCHOOL

We value our parents and their support for our wonderful school. Throughout the school year we rely on parents to help and assist staff and students with varied tasks. If you would like to volunteer at our school we have to adhere to the Department of Education Policies and Procedures.



The department now requires volunteers who do not have a WWCC clearance to separately declare they have not been convicted of one of a number of child related offences. Unless the volunteer is providing a service for their child only (e.g. driving their own child to a school related activity).

While this declaration is not required by the Child Protection (Working with Children) Act 2012 it is an important safety measure implemented by the department in the interests of student well-being.

Further information about the Department's approach to the WWCC and the declaration it requires volunteers to complete can be found in the <https://education.nsw.gov.au/policy-library>



POLICIES

Our school has an extensive range of policy statements and policy documents that give extensive details about curriculum areas, student and staff welfare, excursions, parent and community involvement, sun safety and so much more.

You are welcome to ask at the school office to see any of our schools and the Department of Education Policies and Procedures.

RELIGIOUS INSTRUCTION

Catholic scripture lessons are facilitated every Friday by a community volunteer from the Kempsey Parish. If you wish your child to attend the 30 minute Scripture lessons please advise the school office.

STUDENT REPORTS

Our teachers provide two reports for your child each year with the aim of keeping parents and carers informed of student progress and achievement.

The format includes statements on your child's educational and social development; and attitude to their learning.

TRANSITION PROGRAMS

Our school facilitates a Kindergarten transition program for children starting school. The Kindergarten transition program commences in Term 3 and concludes in Term 4.

We also participate in high school transition programs for our Year 6 students to prepare for Year 7 in Term 3 and 4.

SCHOOL COUNSELLOR

The School Counsellor is a specially trained teacher / psychologist who helps people:

- Understand the choices they have to make
- Make decisions that are right for them.
- Make best use of their abilities.
- Find ways around any problems.

Our counsellor conducts specialised individual assessments and visits our school each Tuesday.



STAFF

Principal: Jenny Sawyer

Qualifications: Bachelor Of Education

Specialty: Curriculum and Educational Leadership

School Administrative Manager: Jo Astorini

Qualifications: Diploma Business Administration

Specialty: Professional development and training for non-teaching staff.

School Administrative Officer: Sandy Ruegger

Specialty: Wellbeing

K/1 Classroom Teacher: Kate Hollis

Qualifications: Bachelor of Arts / Bachelor of Education (Primary)

Specialty: Years K-2 Literacy and Numeracy

2/3 Classroom Teacher: Matthew Lewis

Qualifications: Bachelor of Education (Primary)

Specialty: Sport and Fitness

4/5/6 Classroom Teacher: Sumarah Vicary

Qualifications: Bachelor of Arts / Diploma of Education

Specialty: Technology

Temporary Teacher: Karen Bennett

Qualifications: Bachelor Education / Diploma in Teaching

Specialty: Early Learning For Success in Literacy and Numeracy.

Release from face to face teacher: Leah Bourke
Qualifications: Bachelor Education (Primary)
Specialty: Health & wellbeing

School Learning Support Officer: Helen Pedrola
Qualifications: Certificate III Education Support
Teacher's Aide
Specialty: Autism, Behaviour, Speech

General Assistant: Wayne Buckley
Qualifications: Maintenance and
Construction

Cleaner: Connie Hinch



SCHOOL DETAILS

Smithtown Public School

Address: 30 – 38 Cannane St Smithtown 2440

Principal – Jenny Sawyer

School Administration Manager – Jo Astorini

Phone: 6567 4529

Fax: 6567 4823

Email: smithtown-p.school@det.nsw.edu.au

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



Handy, Helpful and Informative Links

Department of Education

<https://education.nsw.gov.au/>

Quick guide for parents

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/quick-guide-for-parents>

Information for parents and carers

<https://education.nsw.gov.au/early-childhood-education/information-for-parents-and-carers>

Moving from early childhood education to school

<https://education.nsw.gov.au/early-childhood-education/information-for-parents-and-carers/moving-from-early-childhood-education-to-school>

Benefits of early childhood education

<https://education.nsw.gov.au/early-childhood-education/information-for-parents-and-carers/benefits-of-early-childhood-education>

Going to a public school

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

Calendars

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/calendars>

Practical help for parents and carers

<https://education.nsw.gov.au/public-schools/practical-help-for-parents-and-carers>

Assisted School Travel Program

<https://apps.transport.nsw.gov.au/ssts/#/>

Key Learning Areas

<https://education.nsw.gov.au/teaching-and-learning/curriculum>

Student Assessment

<https://education.nsw.gov.au/teaching-and-learning/student-assessment>

Student Wellbeing

<https://education.nsw.gov.au/student-wellbeing>

Our Priorities

<https://education.nsw.gov.au/our-priorities>

Policy Library

<https://education.nsw.gov.au/policy-library>