

Smithtown Public School

30 - 38 Cananne Street,
SMITHTOWN NSW 2440
Phone: 02 6567 4529
Email: smithtown-p.school@det.nsw.edu.au
Website: www.smithtown-p.schools.nsw.gov.au
Principal: Miss Kristina Giorgi



WELCOME

A warm welcome from Smithtown Public School to you and your family. As a parent or carer, 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 8.40am 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 9.00am 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:

- Kiss and Drop students will be called out as parents drive into the zone and students will promptly enter their parent or carer's vehicle.
- 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
- 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.

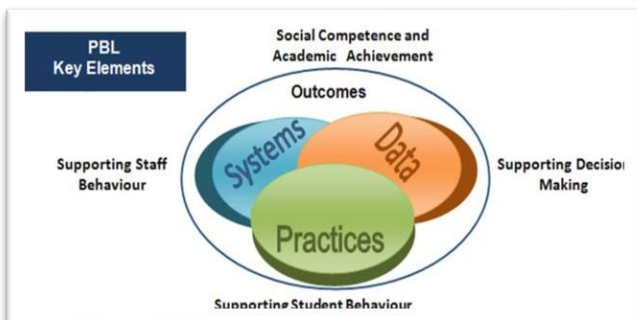
KEEPING UP TO DATE

There are many ways in which you can access information and keep up to date with what is happening here at school:

- our newsletter is sent home every Monday.
- you can also stay up to date by following our Facebook page.
- ClassDojo App.
- 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.



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.



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.



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;
- pajama day;
- bingo afternoon.



HOMEWORK

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

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

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

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 body. Our healthy canteen focuses on providing fresh and healthy food to our students every Friday offering a \$10.00 meal deal per student.

PARENT & CITIZENS ASSOCIATION

The Parent and Citizens Association (P&C) meets once a month. The P&C works hard to organise fundraising events to assist in improvements within the school and 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

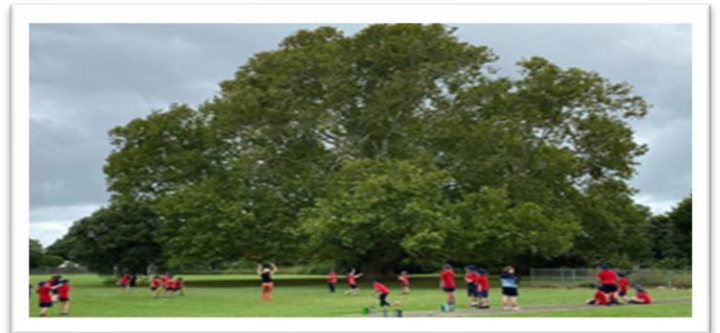
Our Year 6 students facilitate our breakfast on Monday, Tuesday, Wednesday, Thursday and Friday. The students are provided with toast and milo during our winter months and fresh fruit during summer.



SPORT

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

- swimming;
- athletic;
- cross country;
- rugby league;
- rugby union;
- netball;
- cricket;
- touch football;
- surfing;
- gymnastics;
- tennis;
- volleyball;
- bowls.



ASSEMBLY

Our assemblies are held once a fortnight on a Friday commencing at 2.30pm, under the covered outdoor learning area (COLA). It is a wonderful opportunity to come together and celebrate our students' 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 currently run by our P&C. You can find our most current uniform order sheet and price list on our school website.

Summer Uniform

- boys and girls school shirt (sky blue/navy panels with navy school emblem).
- boys navy blue shorts.
- girls navy blue skirts or navy blue shorts.
- white socks.
- black shoes.

Winter Uniform

- boys and girls school shirt (sky blue/navy panels with navy school emblem).
- boys and girls navy blue long pants.
- boys and girls navy blue fleecy jackets (plain/hooded/jumpers with red emblems).
- white socks.
- black Shoes.

Sports Uniform

- school sport shirt (red and white with navy school emblem)
- boys navy blue shorts.
- girls navy skirts or navy blue 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 is embroidered on the back of the hat for easy identification.

Please note: The school provides all new kindergarten enrolments with their first school hat.

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 include:

Years K/1/2: local / regional excursions.

Years 3/4: two-night camp. This camp is structured to assist in developing leisure skills and positive social development.

Years 5/6: four-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 and carers 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 by:

- email.
- phone.
- face to face visit.
- ClassDojo.

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 school's 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 them of the change and/or call the schools office by 2.30pm.

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 online using the parenting online payment (POP) that can be accessed via our school website, or by cash.

The voluntary school contribution fees have been set by the P&C and are \$25 for one student and \$40 for families.



STUDENT HEALTH CARE PLANS AND PRESCRIBED MEDICATION

If your child has a medical condition, such as an allergy, a health care plan and a 'request for support at school of a student's health condition form' will be provided and implemented with input from your family doctor, school staff and parent/carers.

If your child must take any prescribed medication while at school, it needs to be handed to the office by their parent or carer with name, directions and form (as mentioned above). 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. Follow this link for more information:

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

VOLUNTEERING AT OUR SCHOOL

We value the support of our parents and carers at Smithtown Public 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 must adhere to the Department of Education Policies and Procedures.

The Department now requires volunteers who do not have a Working with Children Check (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.

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.

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.

STAFF

Principal: Kristina Giorgi

Qualifications: Bachelor of Arts / Bachelor of Teaching (Primary), Highly Accomplished Teacher

Specialty: Curriculum and Educational Leadership

Assistant Principal Curriculum and Instruction

APC&I: Belinda O'Meally

Qualifications: Bachelor of Education (Primary)

Specialty: Special Education

School Administrative Manager: Jo Astorini

Qualifications: Diploma Business Administration and Diploma in Leadership & Management

Specialty: Professional development and training for non-teaching staff

School Administrative Officer: Sandy Ruegger

Specialty: Library

K/1S Classroom Teacher: Isabella Sproats

Qualifications: Bachelor of Sport and Exercise Management / Bachelor of Education (Primary)

Specialty: Years K-2 Literacy and Numeracy

2/3W Classroom Teacher: Lisa Wickham

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

Specialty: Creative Arts

4C Classroom Teacher: Allison Cameron

Qualifications: Bachelor of Education (Primary)

Specialty: Environment

5/6L Classroom Teacher: Matthew Lewis

Qualifications: Bachelor of Education (Primary)

Specialty: Sport and Fitness

Release from face-to-face:

Teacher: Emma Hollis

Qualification: Bachelor of Education (Primary)

Teacher: Sarah Lipscombe

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

School Learning Support Officer:
Allison Kirk

General Assistant: Michael Ruyter
Qualifications: Horticulturist

Cleaner: ISS

HELPFUL AND INFORMATIVE LINKS:

Department of Education
[Home \(nsw.gov.au\)](http://nsw.gov.au)

Quick guide for parents
[Parents and carers \(nsw.gov.au\)](http://nsw.gov.au)

Parents and carers toolkit
[Parent and carers toolkit \(nsw.gov.au\)](http://nsw.gov.au)

Going to a public school
[Going to school \(nsw.gov.au\)](http://nsw.gov.au)

Starting School Guides for 2021
[Starting School Guides 2021 \(nsw.gov.au\)](http://nsw.gov.au)

A to Z Parents Guide
[A-Z parents guide \(nsw.gov.au\)](http://nsw.gov.au)

Back to school tips for parents
[Back to school tips for parents \(nsw.gov.au\)](http://nsw.gov.au)

Learning
[Learning \(nsw.gov.au\)](http://nsw.gov.au)

Student Wellbeing
[Wellbeing \(nsw.gov.au\)](http://nsw.gov.au)

NSW School Updates App
[NSW School Updates app](http://nsw.gov.au)

Online Enrolment
[Online enrolment \(nsw.gov.au\)](http://nsw.gov.au)

Primary School Enrolment
[Primary school enrolment \(nsw.gov.au\)](http://nsw.gov.au)

School Calendars
[Calendars \(nsw.gov.au\)](http://nsw.gov.au)

Assisted School Travel Program
[Assisted School Travel Program \(nsw.gov.au\)](http://nsw.gov.au)

SCHOOL DETAILS

Smithtown Public School
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Principal: Kristina Giorgi
School Administrative Manager: Jo Astorini
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F: <https://www.facebook.com/Smithtown-Public-School-161591203922593>

