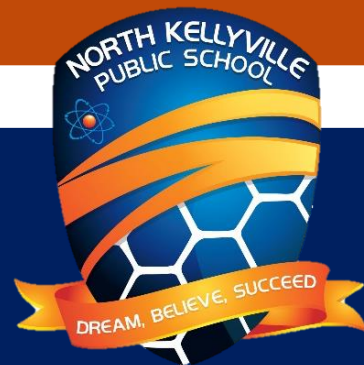


North Kellyville Public School

# Handbook

Updated January 2020



Address: 120-126 Hezlett Road, North Kellyville, NSW  
Web: <https://northkellyville-p.schools.nsw.gov.au/>

Phone: 8801 1911  
Code: 4664

## Principal Welcome

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Welcome to the North Kellyville Public School. 2020 represents our second year of operation; a year in which together, we will move from strength to strength in consolidating what has been a successful infancy.

North Kellyville Public School provides cutting-edge educational experiences within state-of-the-art facilities. Our relentless mission to prepare students for an ever-changing and complex world is supported by versatile approaches to teaching, learning and organisation. Our school maintains many traditional primary school features and combines them with contemporary approaches including faculty-based collaborative practice, student-centred project based learning and STEM inquiry, and personalised learning which recognises that each student learns differently.

Education in a changing world has a vital role to play in preparing students for successful, enriched lives. At North Kellyville Public School, students are challenged yet nurtured and work both independently and in groups to solve authentic problems. Learning includes partnership with industry in order to develop skills in students of innovation, fair-testing and experimentation. Students accumulate a strong repertoire of general capabilities including literacy, numeracy, creative and critical thinking, intercultural understanding, ethical understanding, information and communication technologies and personal and social capability.

Underpinning success at every level of the school is a relentless focus on the formation and maintenance of positive interpersonal relationships. Resilience, persistence and personal responsibility are key themes of wellbeing programs.

I welcome prospective parents/carers to make contact to find out more about the school and the exciting teaching and learning that occurs each day.

### Tom Moth







Principal

thomas.moth@det.nsw.edu.au

@moth\_t

## Contact Details

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-  120-126 Hezlett Road, North Kellyville, 2155
-  <https://northkellyville-p.schools.nsw.gov.au/>
-  northkellyville-p.school@det.nsw.edu.au
-  (02) 8801 1911
-  @moth\_t
-  @NorthKellyvillePublicSchool

## Vision Statement

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North Kellyville Public School delivers boldly future-focused primary educational programs which are individualised to suit the specific needs of students so that they thrive in a rapidly changing and interconnected world. Students, staff members, parents and community groups develop a positive identity and sense of belonging to the school. North Kellyville Public School prepares students to lead enriched lives with the ability to solve complex problems and be mindful global citizens.

## School Hours

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Morning Supervision Commences:	8:30 am
Session 1:	9:00 am
Recess Break:	11:00 am
Session 2:	11:20 am
Eating Lunch:	12:40 pm
Lunch Break:	12:50 pm
Session 3:	1:40 pm
End of School:	3:00 pm

## School History

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The Minister for Planning announced on 29th May 2008 that he would publicly exhibit a draft amendment to State Environmental Planning Policy (Sydney Region Growth Centres) 2006 (Amendment No 3), to rezone the North Kellyville Precinct to facilitate urban development. Within the plan, land for one public primary school was provisioned. Construction commenced in early 2018 and on 30 January 2019 the school opened for students K-6 with 300 students.

## School Highlights

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North Kellyville Public School enjoys strong community support stemming from a positive sense of belonging with the school and its mission.

The school has:

- 40 state-of-the-art classrooms
- A purpose built library with a large collection of resources
- Interactive android panels in each learning space
- Three video-conference facilities
- A large and impressive hall that can accommodate the whole school
- A supportive and involved community
- A strong sport and physical education program
- Two outdoor amphitheatres
- Subliminal learning signage throughout the school
- Maker spaces, learning nooks and group study rooms
- Outdoor fixed play equipment
- Classes for students with confirmed disabilities

### The following pages are an A-Z guide of North Kellyville Public

Please report any broken links to [northkellyville-p.school@det.nsw.edu.au](mailto:northkellyville-p.school@det.nsw.edu.au)

## Access to Staff

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The school encourages regular contact between parents/carers and teachers. Of course, there are times during the day when teachers are unable to talk because they are teaching or have other school commitments. Therefore, it is advisable to complete a *Request for Meeting* form in the school office foyer, send an email request to the school's general email account or phone and arrange a convenient time if an extended interview is required. The school has an open door policy and encourages parent/carer participation. Parents are asked to view and adhere to the communication flow chart at the back of this document.

-  [SEND AN EMAIL TO THE SCHOOL](#)
-  [COMMUNICATION FLOW CHART](#)

## Accidents

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In case of an illness or accident, staff members will contact parents/carers. In serious cases, if neither parent/carer can be contacted, appropriate action will be taken (ambulance called). Office personnel are trained to administer first aid for minor playground accidents. The teachers are also trained in Emergency Care and CPR. All students are covered for ambulance under a state-wide scheme.

## Air Conditioning

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Every learning space in the school is fitted with reverse cycle ducted air conditioning, keeping staff and students comfortable each day.

## Additional Needs

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Students with additional learning needs are catered for through the provision of quality, differentiated teaching and learning programs and the implementation of learning adjustments as appropriate. The classroom teacher will work alongside the Learning and Support Teacher and parents to develop an adjustment plan and/or Individual Education Plan. Parents are encouraged to share any external reports such as speech, occupational therapy or psychometric testing with the school.

## Areas of Focus / Term Overview

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Each term teachers work collaboratively to publish an Areas of Focus overview for parents/carers. These documents outline the main learning outcomes in each Key Learning Area for the term, and are published on the school website, usually by the end of the first week of each term.

 [AREAS OF FOCUS PAGE](#)

## Assemblies

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School assemblies are held on Thursdays. Years 3, 4, 5 and 6 assemble in the hall between 11:20am and 12:00pm for announcements, reminders, celebrations and the distribution of Dream Big awards. Years K, 1 and 2 students assemble between 12:00pm and 12:40pm. Parents/carers are informed via the School Stream app when their child is receiving an award. Parents/carers and visitors are welcome to attend the assemblies. Assemblies are held in the hall.

## Attendance

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Students are required to attend school every day when lessons are being conducted. School commences at 9:00am and ends at 3:00pm. Teacher supervision of the playground commences at 8:30am. Children who arrive after 9:00am must report to the office to obtain a late slip and will be recorded as being 'partially absent' on official school attendance register.

Parents/carers who wish children to leave school early are required to inform the school in writing, or in person if an unforeseen situation occurs. On these occasions children must be collected from the classroom or the administration block - never from the street. Children attending sports functions or excursions must return to the school prior to dismissal unless a written request to the teacher has been received and approved by the principal or assistant principal.

When a child is to be, or has been absent, please notify the school in writing. The reason for the absence and the date/s of the absence should be clearly stated in the letter. Extended absences for overseas travel must be approved by the principal.

[!\[\]\(c694a3ff3b077d76910920a6a1593ab4\_img.jpg\) EXTENDED TRAVEL LEAVE FORM](#)



## Applications for Funding Support


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Students with disabilities may be eligible for funding support. It is important that these applications are lodged as soon as possible. Parents of students with disabilities should contact the school to arrange an interview. If achieved, funding can be utilised in a variety of ways to support the learning needs of the student.

## Band Program

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In 2020 the school's band program will commence. Teaching Services Australia is a third-party provider who provides both tutorials and band rehearsals for students. Band is only open to students in Years 3-6. Students in younger grades can opt to participate in keyboard lessons. Tutorials often occur during the school day. Therefore, parents may only enrol their child in a band program if they accept that missed classroom time will occur. Teachers are not able to 'catch up' students who participate in band. Teaching Services Australia also offers an annual band camp. Communication about the band program should be direct with Teaching Services Australia. All tutors comply with Working With Children legislation.

 9651 7333

 [enrolments@teachingservices.com.au](mailto:enrolments@teachingservices.com.au)

## Banking

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Student banking is conducted at school through the Commonwealth Bank and is available to all students. The school banking program is run by volunteer parents/carers on Tuesdays. Students simply bring their bank book with a completed deposit slip and money to the P&C room (Special Programs Room) between 8:30am and 9:00am. For more information about how you can volunteer, contact the school's P&C Association.

[!\[\]\(899d8b7697d64725bf017d3296cfcf1b\_img.jpg\) SCHOOL BANKING PROGRAM](#)

 [nkps.pca@gmail.com](mailto:nkps.pca@gmail.com)

## Behaviour Management

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The Behaviour Management Program at North Kellyville Public School aims to develop self-discipline and responsibility and is informed by William Glasser's model of behaviour known as Choice Theory and Marvin Marshall's work known as Raising Responsibility. Positive reinforcement and recognition for appropriate behaviour encourages self-discipline and underpins the program.

Students are expected to be caring, courteous, considerate, cooperative, well-mannered and to respect the rights of others. This program aims to create a safe and happy school by providing students with consistent behaviour expectations and the opportunity to learn effectively. Our Student Wellbeing Policy outlines to students their responsibilities both in the classroom and in the playground.

Classroom behaviour is managed by the class teacher with expectations and consequences developed by all stakeholders. Scaffolds used to support students in making positive behavioural choices include the Responsibility Ladder (at the back of this book) and the Behaviour Car (at the back of this book). We seek your continued support in reinforcing school behavioural expectations.

[!\[\]\(e2376d476d06eb31946dc01a69a4403a\_img.jpg\) THE RESPONSIBILITY LADDER](#)

[!\[\]\(74d4806277d7e73349d8e8c0897931e9\_img.jpg\) THE BEHAVIOUR CAR](#)

### AWARDS & ACKNOWLEDGEMENTS

During weekly assemblies, some students are acknowledged (not rewarded) with a Dream Big award. The key difference between an acknowledgement and a reward is the motivation source and therefore the response. When acknowledged unexpectedly for a job well done with a description of what made their work quality, students feel proud. When rewarded, students start to believe that they should only input high effort and output high quality work when 'something is in it for me.' At North Kellyville Public School students are not 'showered' with awards or bribed to complete tasks or behave in ways that are simply expected. By all means students will receive acknowledgement in various ways; however, the ultimate goal of behaviour programs at the school is for students to do the right thing because it is the right thing to do (and not because there is 'something in it' for them).

## CORE VALUES

Our core values are integrated with many learning experiences and form the basis of our wellbeing approach:

- Be respectful
- Be responsible
- Be resilient
- Dream big

## SCHOOL MASCOT

Northy is our school mascot whose job it is to help students remember the core values and behavioural expectations. Students are reminded of those values whenever they see the mascot around the school.

## Before & After School

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Wesley Out of School Hours Care centre provides supervisory care at reasonable rates, before and after school. The centre provides a range of activities for children which includes organised sport, team games, art and craft. Homework supervision is also provided by the centre's staff. The centre opens at 6:30am and closes at 6:30pm but is closed during school hours. During school holidays, the centre operates a daily vacation care program.

Enrolments may be obtained by contacting the Wesley OOSH office.

 9626 6620

 [oosh@wesleymission.org.au](mailto:oosh@wesleymission.org.au)

## Bicycles

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Children are permitted to ride bicycles to school. Students riding their bikes to school must wear an approved helmet and obey the road rules. Students are not permitted to ride their bikes in the school grounds and must leave their bikes in the designated area. Children observed riding in a dangerous manner will not be permitted to ride to school. Parents/carers are urged to ensure that their child has proper bike control and knowledge of road rules.

[!\[\]\(4a7b4ce770af8456e11a71f9565c8c2b\_img.jpg\) RMS BIKE SAFETY INFORMATION](#)

[!\[\]\(e119fc79c8f448683d20ba4c873025a2\_img.jpg\) DEPARTMENT OF EDUCATION INFORMATION](#)

## Birthday Cakes

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We love celebrating birthdays at North Kellyville School and welcome parents/carers sending in cakes. However please note that large cakes cannot be cut by the teacher. Cupcakes are ideal. Please include enough for each child in the class, the class teacher and one for Mr Moth! Parents of students with allergies often provide some nut-free cakes at the beginning of the school year which can be frozen in the staffroom and accessed each time a classmate celebrates a birthday. Parents are advised to notify the class teacher in advance of sending in cakes to ensure there will be time during the day to distribute the cakes. Sometimes school events like excursions and assemblies can get in the way and it is always wise to plan these things to avoid disappointment.

## Book Club

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A book purchasing club operates each term to encourage reading. Catalogues listing a variety of books that can be ordered are sent home with the children. The books are chosen to appeal to various age groups. The order form with payment is returned to school by a nominated date. Two weeks later the orders are delivered to the classroom. There is no obligation to buy. The school receives bonus books from accumulated purchases from the coordinating company, Scholastic. 'Book Club' will commence in Term 2, 2019.

## Budget

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The school's estimated expenditure for the following year is determined during November and December after consultation with staff and parents/carers.

The school receives an annual grant from the government but additional money is raised by the P&C Association to extend and enhance educational opportunities for the students.

## Buddy Program

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The student buddy program links an older student with a younger student to promote a caring, friendly and secure climate for all our students. Students from Kindergarten to Year 6 develop social skills, self-confidence and a sense of belonging to the school.

## Bus Travel

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Bus transport is available for students. School bus 2099 and public bus [615X](#) both pass the school. The buses drop off and pick up the children on Hezlett Road. Children must behave in an orderly manner when travelling on the bus. Parents/carers are asked to ensure their children are responsible bus users. Some students qualify for free bus passes depending on the distance from home to school. Parents of students who might catch the bus are encouraged to read about applying for a student Opal Card. Not all students will be eligible for a free pass.

[!\[\]\(35dc653d59570f8f891c312eeece91a2\_img.jpg\) HILLS BUS TIMETABLE INFORMATION](#)

[!\[\]\(ab4e2b3fc7e7887b7a72f548aa6f5e60\_img.jpg\) APPLYING FOR AN OPAL CARD](#)

## Canteen

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An independently run business (Healthy Canteens Australia) operates the canteen each day. Parents/carers place orders online through FlexiSchools. Completed lunch orders are processed and taken to the classes before lunchtime.

A canteen price list is published at the beginning of the school year and updates are provided on the school's website.

[!\[\]\(5abce1a84a655b073239ab33e1199487\_img.jpg\) FLEXISCHOOLS ONLINE ORDERING](#)

[!\[\]\(21226b58c700e5231ab98d27101bac58\_img.jpg\) CANTEEN PRICE LIST](#)

## Casual Teachers

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Casual or relief teachers assume the same responsibilities and duties as permanent teachers and are employed when a teacher is sick, on leave or is attending a training course. Casual teachers meet all training requirements.

## Charities

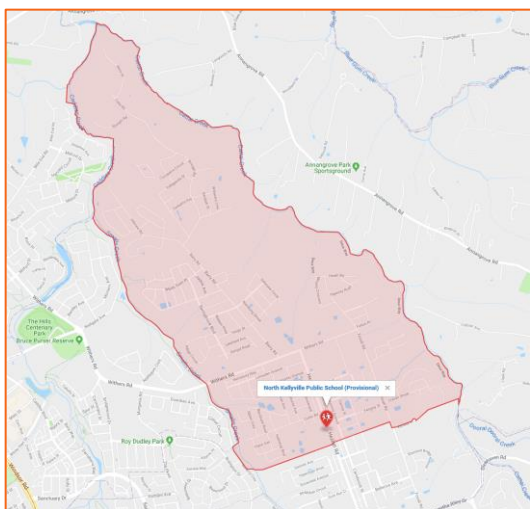
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Students are encouraged to support charitable appeals from time to time. Stewart House is the primary charity of the NSW Department of Education and our school. Students and teachers enrolled in NSW state schools fund this 'home away from home' respite care facility for NSW children. The Student Representative Council decides which charities will be supported. After fundraisers, the school will always publish the amount of money raised in the newsletter.

## Catchment Zone

Each public school in New South Wales has its own catchment zone. Students residing within the zone have automatic right of enrolment to the school, while those residing outside the zone are required to lodge an out-of-area application for consideration by a panel. General advice is to enrol children at their locally zoned public school. The catchment zone for North Kellyville Public School is below. The School Finder website is an excellent resource, showing the designated public primary and secondary school for each residential address in New South Wales.

### [SCHOOL FINDER WEBSITE](#)



## Chess

North Kellyville Public School participates in the NSW Junior Chess League inter-school competition each year which is usually run in Terms 2 and 3. The competition involves students travelling to other schools to play against students on Friday afternoons, after school, and is reliant on parent volunteer drivers. The NSW Junior Chess League also runs coaching sessions on Tuesday mornings before school in the library, and social games are played on Friday at lunch in the library.



## Child Protection

Child Protection lessons are mandatory for schools to deliver in NSW schools, though parents/carers may opt their children out. Child Protection focuses on themes such as staying safe, recognising abuse and responding to abuse. The school will notify parents when these lessons are scheduled to begin, giving parents the option to opt their child out of the lessons. Teachers are mandatory reporters of suspected child abuse and are trained every year in themes of keeping children safe.

## Choirs

The school coordinates both a senior (Years 3-6) and junior (Years 1-2) choir. Volunteer teachers convene rehearsals during lunch times, enabling students to practise their pitch, rhythm and style. Senior choir is limited in numbers to the number of students permitted to perform in external performances such as the Hills Performing Arts Festival. Students who are accepted into choir groups are expected to commit to attending group rehearsals, and practising the repertoire at home. There is a small fee to participate in a choir group.

## Class Parent/Carer

Each class in the school selects a parent/carers representative who acts as a conduit at times between the teacher/school and the class parents/carers. This role is filled at the information evening which occurs at the beginning of the school year. The class parent/carers is an enthusiastic, passionate advocate and supporter of the school and the teacher who assists particularly with communication. Class parents are expected to attend P&C meetings which occur twice each term.

## Class Structure Including Ratios

Class formation in any school is a complex task due to public schools' inability to cap student enrolment (any child residing in the allotted catchment zone has automatic right of entry) and a staffing formula set by the Department of Education which provides a teacher to a school based on a full class worth of students, not a part-class.

Multi-age (composite) class are becoming popular in meeting the enrolment and learning needs of students within the community. Composite classes are neither

difficult to teach nor detrimental to students' academic and social development. This is because content, outcomes and objectives in the NSW Syllabuses for the Australian Curriculum across all Key Learning Areas are organised into two-year groups called stages.

For example, Years 1 and 2 students work towards the same outcomes, experiencing the same content in what is known as 'Stage 1'. In any class, ability will vary amongst students and the teachers' primary role is to engage each student at the correct level of challenge. In today's world we recognise that students are not taught based on their chronological age but are instead taught in a differentiated environment based on their individual progression along learning continuums.

At North Kellyville Public School, your child is known, valued and cared for as a unique individual. The strong vision we have is for each child to benefit from the input and expertise of a range of personnel, so that his/her learning is the business of the whole staff, not just the classroom teacher.

Significant attention to student progress, growth, achievement and wellbeing ensure that students are supported as individuals. Learning and Support Teachers, English as an Additional Language teachers, Assistant Principals, the school counsellor, principal and other Department itinerant staff support the learning of all students through rigorous assessment, monitoring and reporting mechanisms.

Student numbers in classes are determined by a central formula. The following ratio is an indicative guide to class size:

- Kindergarten – 20 students
- Year 1 – 22 students
- Year 2 – 24 students
- Year 3 – 30 students
- Year 4 – 30 students
- Year 5 – 30 students
- Year 6 – 30 students

## Classroom Design

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North Kellyville Public School features forty classrooms. Each classroom has a similar layout with modern furnishings and technology. Students learn throughout the space in an approach that is different to traditional 'front of room' learning. Each classroom will have access to group break-out spaces, maker spaces and learning nooks. Classrooms will have sliding doors connecting them to adjacent rooms to allow for more flexible learning arrangements.

## Coding

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The Science and Technology curriculum includes a strand of learning on Digital Technologies which includes exposure to coding. Scratch, code.org, pencil code and other sites are used to support student development of knowledge and skills, while in younger grades BeeBots and Makey Makeys are used.

## Communication

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Parents/carers are asked to read all materials distributed by the school in order to remain up-to-date about events, key dates and school programs. The main communications methods are:

- School website – updated periodically with galleries, newsletters, policies, procedures and forms
- Facebook page – updated as required celebrating school successes and events
- Newsletters – sent home fortnightly through email. Parents are asked to subscribe to the newsletter distribution list [via this link](#).
- School Stream app – download School Stream from the Google Play or App Store for your smart device. The app has functionality including reporting student absence, completing permission notes and ordering through Flexischools. The app is used to send urgent messages (push notifications), weekly what's ons and event details.



## Community of Schools

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North Kellyville Public School is aligned with a community of schools consisting of:

- Ironbark Ridge Public School
- Sherwood Ridge Public School
- Beaumont Hills Public School
- Kellyville Public School
- Rouse Hill Public School



## Community Users

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School facilities are opened to community groups for hire. Community groups add value to the school by engaging students in programs that enrich their education. Current community users offering programs for students at North Kellyville Public School are:

- Pei Ji Chinese School
- Northwest Sydney Chinese School
- Thinking Artz
- Talent Club
- Norwest Table Tennis Club
- Zumba with Nina
- Hills Arabic School
- T3 Football Australia

Information about these providers can be found on the school website.

 [COMMUNITY USERS](#)

## Complaints

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Sometimes issues arise that cause concern. Rather than allow the concern to escalate, it is important to resolve the problem as soon as possible. If the concern is related to a classroom issue you should contact the teacher. If it relates to playground behaviour or a policy matter see the Assistant Principal or coordinating teacher. If, having seen and discussed the matter with these people you are still concerned the matter can be raised with the principal. If the concern is a systems issue rather than an individual concern you can e-mail the principal directly. See the communication flow chart at the back of this document.

 [DEPARTMENT OF EDUCATION COMPLAINTS HANDLING](#)

 [COMMUNICATION FLOW CHART](#)

## Computer Education

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The school's computer program aims to develop computer and related technology skills across a range of classroom activities. Children use computers to publish stories, create artwork, code, consolidate basic skills and to extend their learning across curriculum areas. Each classroom is networked and the children are encouraged to use the internet to access information. Interactive android panels are installed in all classrooms. The school's intranet provides students

with access to the school's information bank that includes curriculum materials and educational games. Digital cameras and scanners are used by the students to produce PowerPoint presentations or to present their class projects in electronic formats. Before the children are able to access the internet, they are required to agree to adhere to the school's Internet User's Policy. Inappropriate and/or unsuitable sites are inaccessible as they are blocked by the Education Department's service provider.

 [INTERNET USER POLICY](#)

## Counsellor

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The school counsellor plays a key role in the welfare of the children at the school.

The counsellor provides information and advice regarding the learning and behaviour of students with special needs. In consultation with parents/carers and teachers, the counsellor works towards achieving positive outcomes for the student and other parties. Counselling services include:

- Individual counselling to help students with problems
- Individual educational and psychological assessment
- Access to support programs
- Liaison with external agencies
- Group counselling to help students with their relationships.

## Creative Arts

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The development of each pupil's potential in the creative arts is an important ingredient of the school's curriculum. The children are encouraged to participate in a range of creative activities. Children perform both within the school and at district concerts and local eisteddfods. North Kellyville Public School is represented each year at the Hills Performing Arts Festival.

## Curriculum

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NSW government schools have six Key Learning Areas (KLAs) as indicated below. All areas are comprehensively covered. Aboriginal studies, multiculturalism, child protection, environmental education and drug education are also integrated into the school curriculum. The six KLAs are:

- English
- Mathematics
- Geography
- History
- Science & Technology
- Creative arts
- Personal development, health and physical education

[!\[\]\(99f58673407353e96a019fbca558fd72\_img.jpg\) ONLINE NSW SYLLABUSES](#)  
[!\[\]\(2113e5cba4d11862fa536c379e9b61cd\_img.jpg\) LEARNING PROGRESSIONS](#)

## Dance

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The school has both senior (Years 3-6) and junior (Years 1-2) dance groups. Places in these groups are determined through an audition process and it is expected that members of the dance group commit to group rehearsals and performances throughout the year. Limitations exist due to teacher/student ratio requirements and maximum numbers in external performances such as the Hills Performing Arts Festival. There is a small fee to participate in a dance group.



## Debating

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North Kellyville Public School runs a debating group for senior students. The school's teams participate in the Hills Debating Competition which is a friendly inter-school competition. Students involved in debating are expected to commit to weekly coaching sessions.

## Director Educational Leadership

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North Kellyville Public School is part of The Ponds Principal Network. The Director of education for this area is Helen Davis.

## Dismissal of Kindergarten

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For the first five weeks of the year Kindergarten children finish school at 2:20pm. They are escorted to a designated meeting place by a teacher and dismissed from there. Children in other classes are dismissed at 3:00pm.

## Driving / Parking

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Parents/carers are requested to drive with particular care (40kph in the designated zones) in the streets adjacent to the school. There is a designated kiss and drop zone on Hezlett Road to assist parents/carers when driving students to school and collecting them at the end of the school day. Parents/carers are not to drive into the school grounds to drop off or collect children. Parents are strongly advised to use Hipwell Avenue before and after school to avoid the road works and additional traffic on Hezlett Road. Rangers from Hills Council as well as the Castle Hill Local Area Command enforce road and parking rules around the school. **Please, prioritise safety over convenience.**

## Emergency Information

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The school maintains computer records that provide contact numbers in case of a student accident or illness. It is important that the information is up to date. If there is a change in home or work phone numbers or address, please contact the school immediately. If we cannot reach a parent/carer we will telephone emergency contacts provided at the time of enrolment.

## English as an Additional Language

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The school provides the English as an Additional Language or Dialect (EAL/D) program for those children who require additional help in learning English. Children are sometimes withdrawn from class if intensive work is required and at other times are supported in the general classroom.

## Enrolment

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Enrolling in a New South Wales public school involves the following steps which must be completed by parents in advance of their children commencing at the school.

- 1) Download and complete an [Application to Enrol](#) form or use the form provided in this package.
- 2) Make an enrolment interview appointment with the principal or delegated officer.
- 3) Attend the enrolment interview. The enrolment interview is a good time to tell the principal of any special circumstances, allergies, health or medical conditions before your child starts school. The school may complete a risk assessment. Parents must bring to the interview:
  - child's birth certificate or identity documents
  - proof of child's address – for example, current council rates notice, residential lease, electricity bill
  - immunisation history statement from the Australian Immunisation Register
  - proof of child's Australian citizenship or permanent resident status
  - any family law or other relevant court orders, if applicable
  - if your child has health, disability or other support needs you will need to provide:
    - copies of medical/healthcare or emergency action plans
    - evidence of any disability and learning and support plans
- 4) The principal or delegate will either accept the enrolment immediately or request further information.

Note that enrolment for three multi-categorical support classes for students with disabilities is coordinated through the Department of Education's Nirimba Office. Parents of students with disabilities who reside within the North Kellyville Public School catchment zone should meet with the principal to complete application paperwork.

## Excursions & Performances

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Excursions are undertaken to complement the learning program provided for the students.

They may include visits to outside venues and/or performances at the school.

Should your child be unable to attend an excursion for any reason, it will not be possible to refund the bus cost component.

All applications for excursion refunds should be made in writing addressed to the principal.

Children are expected to wear full school uniform on most occasions. Sometimes the students will be requested to wear their sports uniforms. Musicians, performers and speakers regularly visit the school to enhance the school's educational programs. The student's family meets the costs for these activities. However, should a family be experiencing financial difficulties, other arrangements can be made with the principal.

## Executive Structure

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The school has an executive team made up of both teaching and non-teaching staff. This list may be useful in directing your enquiry (see communication flow chart at the back of this document).

Principal:	Tom Moth
Assistant Principals:	Stephen Bondfield Racquel Izzard (acting) Courtney Johnston Kasey-Lea McGill Samantha Newth
Administration Manager:	Alison Broome

## Extra-Curricular Activities

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Public primary schools offer a range of extra-curricular activities to students so that they can maximise their schooling experience and engage in areas of interest. In smaller schools with limited staff, extra-curricular options are limited, while in large schools with a large and diverse staff, additional extra-curricular options can be made available. Extra curricular opportunities that currently exist for students include:

- Dance groups
- Choirs
- Representative sporting teams (PSSA aligned with Ridges)
- Band
- Film crew
- Debating
- Chess
- Techsperts

## Freedom of Information

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The school cannot provide the phone number or address of any student without the permission of the parent/carer. Similarly, student information and school records are confidential. Such information will not be released without an appropriate court order.

 [GOVERNMENT INFORMATION PUBLIC ACCESS](#)

## Fundraising

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School fundraising initiatives are coordinated by the school's Parents and Citizens Association. The P&C organises different activities to raise funds for programs and equipment that might otherwise not be provided because of funding constraints. Typically P&Cs coordinate events such as fairs, movie nights and trivia nights. Parents/carers are encouraged to support the fundraising activities that are organised for the children's benefit.

## General Assistant

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The school employs a general assistant to maintain the buildings and grounds.

## Gifted and Talented Students

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It is the responsibility of each school and individual teacher to tailor programs to the educational needs of each student. Teachers at North Kellyville Public School are well-supported in addressing both the remediation and extension needs of their students. Parents of students in Year 4 may apply for their child to gain entry into an Opportunity Class for Years 5 & 6. Opportunity Classes operate out of a small number of centrally-determined schools. The nearest Opportunity Class program is run out of Ironbark Ridge Public School although parents may apply for others too. Parents of students in Year 5 may apply for their child to gain entry into a Selective Secondary School for Year 7 onwards. Entry to both Opportunity Class and Selective School programs includes a written application, school-based assessment scores and an entry-test.

## Google Apps & Microsoft 365

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The Department of Education has entered an agreement with Google for the supply of Google Apps for Education and Microsoft for access to 365 online for each student who nominates on the enrolment form. Access to these services enables student collaboration, communication and creative and critical thinking tasks to be facilitated. Google Classroom is used widely, especially in Years 3-6 for student collaboration and publication of work.

## Health

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Children who are ill should not attend school as this impedes the child's recovery and also has the potential to infect other children. Children who become ill at school will be sent to the office where basic first aid is administered. We will then attempt to notify you if the illness is serious so that you can collect the child from our sick bay. In serious cases, and if you are not immediately available, an ambulance will be called. The school has ambulance cover for each of its students. Please notify us of any issues regarding your child's health so that an *Individual Health Care Plan* can be completed.

When attempting to contact parents/carers to inform them of their child's illness, the primary caregiver will be phoned. If we are unable to contact this person, we will phone the next of kin. Failing that, we will contact the emergency contact person.

Please advise the school immediately of any changes to your phone number, address, emergency contact person so that it can be kept up to date. Please include work phone numbers, particularly where both parents/carers work. It is most important that the school has contact numbers in case of an emergency.

## Hints for New Parents/Carers

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- Be punctual. Children need to be at school ready for a 9:00am start.
- Teach your child to take off his/her jumper, shoes and socks and to tie shoe laces or use shoes without laces.
- Check school bags for notes. Encourage your child to be responsible for giving you notes from school.
- Make sure your child has plenty of sleep, nourishing food and exercise.

- Don't allow your child to bring expensive or valuable items to school.
- Download the SchoolStream app and read all communications from the school.

#### **REMOVAL OF PAINT FROM CLOTHING:**

DO NOT use hot water, detergent or spray-on remover and DO NOT machine wash. Separate the stained garment from the rest of the wash. SOAK OVERNIGHT IN COLD SOAPY WATER. Rinse in COLD WATER.

Hand wash in luke-warm water using ordinary soap. Gently rub soap into the stain. Change the water if necessary and continue until the stain has gone.

#### **PREPARING YOUR CHILD FOR SCHOOL**

- Read to your child as often as possible. Talk about the things you read.
- Share time together. Make a special time to talk about school with your child.
- Encourage independence and self-reliance as much as possible. Give your child simple responsibilities at home. Ensure that your child is used to being left with other adults.
- Be positive and supportive of your child's efforts - success is important to build confidence.
- Be aware that children develop at very different rates.
- Provide your child with a variety of experiences - zoo, train rides, kite flying, etc.
- Teach your child their full name, address and phone number.
- Teach simple counting and colours.
- Enjoy nursery rhymes, simple poetry and songs together.
- Encourage sharing, turn-taking and putting equipment away after use.
- Label all belongings - shoes, socks, bag, etc. Teach your child to be responsible for their belongings.
- Practise opening a lunch box and unwrapping food.
- Pack an interesting lunch, not too much and no glass bottles.
- Supervise your child packing his or her bag, rather than pack it yourself.
- Let your child practise opening and closing his/her own bag.
- Encourage your child to wear his/her new shoes around the house for several weeks to break them in before starting school.

#### **THE FIRST DAYS**

Parents/carers can play an important part in assisting their child to adjust quickly to school routines by discussing such things as playing in playgrounds and how to make new friends. Tell them about your arrangements for collecting them after school.

#### **COLLECTING CHILDREN**

Kindergarten children are dismissed at 2:20pm for the first five weeks of Term 1 and are to be collected from the designated area. If it is raining, parents/carers are asked to collect their child from the classroom. Punctuality is important in both the morning and afternoon.

### **Homework**

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Homework is important for students of all ages. It helps them reflect on what they have already learned in the classroom and prepares them for the next stage of their learning. It should be viewed by teachers, students, parents/carers and caregivers as a vital part of the home-school partnership.

The role of the teacher is to:

- Implement the school's Homework Policy.
- Communicate the purpose, benefits and expectations of homework to students and parents/carers/caregivers.
- Acknowledge student effort in completing homework and providing timely and relevant feedback on achievement.
- Support students having difficulties with homework.
- Discuss with students and parents/carers/caregivers any developing issues regarding a student's homework.
- Discuss homework practices with colleagues.

The role of the student is to:

- Attempt homework tasks.
- Maintain a well-presented record of homework.
- Discuss homework practices with parents/carers.
- Seek teacher support or clarification when required.
- Submit homework on time.

Parents/carers and caregivers can help by:

- Supporting and encouraging students in the process of learning at home.

- Communicating difficulties with homework tasks directly to teachers.

The school understands that research into the benefits of homework in the primary school is inconclusive and notes that homework can be a trigger for significant family upheaval and disagreement. Homework should not interfere with children's physical activity and play and no child will be punished for not completing homework.

## House System

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There are five houses which students are organised into. Students represent these houses at sports carnivals. The houses are named after local fauna, using traditional Dharug names.

- Badagarang (blue / kangaroo)
- Djirrabidy (red / red bellied black snake)
- Gudugulung (green / turtle)
- Gunganagina (yellow / kookaburra)
- Mariong (purple / emu)

## #IBelongAtNK

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The hash tag of choice for North Kellyville Public School is #IBelongAtNK. Staff members, parents and carers posting to social media can use this tag to demonstrate the constant pride felt through the efforts and achievements of our students.

## Inclusion

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The school prides itself on its sense of inclusivity. Students and parents/caregivers are treated equitably with respect to ability, cultural background, socioeconomics, gender and the like.

## Immunisation

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The Department of Health recommends that children entering school be immunised against childhood diseases. The Department of Education requires the school to sight an immunisation certificate at the time of enrolment. The certificate is available from medical practitioners, or if you are registered with Medicare you can go to the Human Services website <http://www.humanservices.gov.au/onlineservices> and print a copy

of your child's immunisation history. Children starting school require an immunisation booster against diphtheria and tetanus (CDT) and polio (Sabin). Children should also be immunised for measles if they have not previously contracted the virus. Immunisation is available from a general practitioner, from local council clinics and from community health centres.

[🔗 HUMAN SERVICES WEBSITE](#)

## Inclosed Land

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The school site is Inclosed Land. It should not be accessed throughout the holiday period unless for vacation care. Visitors to the school acting unlawfully or aggressively can be asked to leave the site.

[🔗 INCLOSED LANDS PROTECTION ACT](#)

## Infectious Diseases

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The NSW Department of Education requires the following periods of exclusion from school for students with the infectious diseases listed below.

- **Chicken Pox** - Exclusion from school until fully recovered. Minimum exclusion 7 days after first spots appear.
- **German Measles** - Exclusion from school until fully recovered. Minimum exclusion 5 days after rash appears.
- **Measles** - Minimum exclusion 5 days after rash appears.
- **Mumps** - Exclusion from school until fully recovered. Minimum exclusion 1 week after swelling occurs.
- **Whooping Cough** - Exclusion from school until fully recovered. Minimum exclusion 3 weeks from onset of whoop.
- **Ringworm/Scabies** - Re-admission to school after appropriate treatment has commenced. A medical certificate detailing treatment is required.
- **Pediculosis (headlice)** - A student with head lice at school will be isolated to protect other students from possible infestation. The child will need to remain away from school until the infestation is treated. Hair should be free from eggs and lice.

## Information Evening

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Early in Term 1, the teachers arrange a meeting to inform parents/carers about school and classroom programs. Parents/carers are encouraged to attend this meeting and become better acquainted with their child's educational program for the year.

## Interpreters

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Parents/carers may request the use of an interpreter at any time. Interpreters can be accessed by school staff via telephone or face-to-face with sufficient notice.

## Kindergarten Best Start Program

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Best Start Kindergarten Assessment is a literacy and numeracy assessment conducted for all Kindergarten students in the first five weeks of school. Best Start Kindergarten has been conducted in all NSW public schools since 2010.

Best Start Kindergarten Assessment identifies students' literacy and numeracy skills on entry to Kindergarten. It has been revised to support the NSW Government's Literacy and Numeracy Strategy 2017 – 2020 and is mapped to the National Literacy and Numeracy Learning Progressions.

Kindergarten students complete their Best Start Assessment the week prior to starting school formally.

## Kiss and Drop

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A kiss and drop zone is located on the southern side of the school on Hezlett Road. These zones operate under the same conditions as no parking zones, which means you may stop to drop off or pick up children for a maximum of **2 minutes**. You're required to remain in, or within 3 metres of, your vehicle. Days and hours of operation apply to the zone at North Kellyville. School personnel attend the kiss and drop zone after school only, assisting students to wait in an orderly manner. When parents arrive at the zone and their child is not waiting, it is kindly requested that they complete a block and return to the kiss and drop zone in order to allow traffic to flow.

## Learning and Support

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A support teacher works with teachers and parents/carers to develop special programs for children having difficulties with aspects of their learning. There is close liaison with the school counsellor and the school's Learning Support Team in the assessment of children requiring additional support.

## Leaving School Grounds

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Children are not permitted to leave the school grounds during school hours without a permission note from their parent/carer or caregiver. When collecting a child before the 3:00pm bell, parents/carers must report to the office to obtain an early leavers' pass.

## Library

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The school library is open to all students. All children in K-2 must have a library bag when borrowing. Class lessons are scheduled each week. The library has hundreds of books and resource items that are constantly updated. Children can visit the library at lunchtime for extra research and borrowing.

## Lost Property

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It is essential that all clothing and personal possessions are clearly marked with the owner's name. Senior students will periodically return items from lost property, but items that are un-named at the end of each school term will be disposed of or donated to a second hand clothing pool. Lost property bins are located outside reception.

## Map of the School & Wayfinding

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A map of the school is included at the back of this document. All rooms are numbered and identified by a world landmark to help students locate the rooms. Rooms are 'chunked' by continent and the landmark signage contains subliminal learning.



## Media in the School

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The school promotes its educational programs by encouraging local media coverage of school events. No child will be interviewed or photographed by the media without written permission.

## Medication

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Many medications are now available in a form that minimises or eliminates the need to provide students with medication during the school day. We would advise parents/carers to consult with your medical practitioner in this regard. Only in special cases will prescription medications be administered to children at school. Medication requiring administration on a daily basis should be in an appropriate container and labelled with the student's name.

Medication that must be administered during school hours is to be sent to the school office.

Before this can occur, a Departmental indemnity form must be signed by a parent/carer if the medication is to be administered at school. Medication must not be kept in schoolbags, in classrooms or in uniform pockets. The exception is an asthma puffer.

Please note:

- The office staff are aware of children with special needs – e.g. allergies. ASCIA Management Plans for these students must be shared with the school.
- Serious illness/injuries including suspected fractures, eye and head injuries will be reported to a parent/carer and, if necessary, an ambulance called.
- Splinters will not be removed by school staff.
- Staff will not administer any form of pain reliever for legal reasons e.g. Panadol, aspirin.
- Staff will not apply any topical creams.

## Mobile Phones

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The NSW Government has banned mobile phone use during school hours at public schools and therefore the school strongly advises that mobile phones are not brought to school. In some cases students and their parent/carer decide to bring a phone. The school accepts no responsibility for loss or damage. Phones must be handed in at the office at the commencement of the school day in a labelled zip-lock bag and collected by the student at the end of the day.

## Money

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Children often need to bring money to school for special activities, excursions and P&C activities. Money should be in a sealed envelope with the child's name, class and activity e.g. *Zoo Excursion* printed on the outside and delivered to the secure payment box in the school office. Payments for school events and contributions are best made via the school website payment portal.

## My School

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The MySchool website overviews school achievement in NAPLAN and provides some other statistical information that may be of interest to some parents/carers.

MySchool is very limited and does not cover all of the aspects of North Kellyville Public School that makes it an outstanding educational facility.

[!\[\]\(2b17f17ebbacc911bb0ff784ab641779\_img.jpg\) MY SCHOOL WEBSITE](#)

## NAPLAN

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Students in Years 3, 5, 7 and 9 sit the National Assessment Program in Literacy and Numeracy each year. NAPLAN assessments occur online over a two week period in May. The assessments include:

- Language conventions
- Writing
- Reading
- Numeracy

Students are not put under any pressure from teachers before these assessments, and we aim to keep conditions in the classroom as close as possible to how they would normally be.

## Newsletter

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The newsletter *The Hezlett Happenings* is published each fortnight. This is our main avenue of communication to parents/carers. It is distributed via e-mail. If you are yet to do so, please subscribe now to the distribution list:

[!\[\]\(fd47dc3c71882b0b4a62715dd757d994\_img.jpg\) HEZLETT HAPPENINGS SUBSCRIPTION](#)



## Nut Minimisation

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We urge all parents/carers to be mindful that within our school community we have children with extreme nut allergies. Please do not send peanut butter sandwiches to school. Please tell your children we do not share food. Birthday treats should be nut-free.

We cannot guarantee there will be no nuts at school but we actively discourage nuts, especially peanuts.

## Open Day

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During *Education Week* the school holds an Open Day. The program for the day varies from year to year depending on the central theme announced by the Department of Education. At some time during the day, parents/carers and relatives are invited to attend a school assembly and visit the classrooms.

## Opportunity Class Entry

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Students in Year 4 have the opportunity to seek entry into an OC Class (Opportunity Class) for Years 5 & 6. Opportunity classes exist at only Department of Education selected schools. The closest school with an Opportunity Class is Ironbark Ridge Public School. To gain entry, students in Year 4 sit an entrance test. The result from this is combined with a school score and compared with the supply and demand from around the state.

## Orientation & Transition Program

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Students entering Kindergarten and their parents are invited to participate in orientation sessions which will take place during Term 4 the year prior to Kindergarten. During the orientation session, children complete some structured activities and engage in play-based learning while parents attend information sessions in the hall.



## Parent/Carer Teacher Interviews

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You are invited to discuss your child's progress and/or problems at any time during the year. An appointment with the teacher should be arranged so that class teaching time is not interrupted. Please let us know if any problems arise at home that are likely to affect your child's learning. During Term 1, the school will arrange formal interviews where parents are encouraged to meet with teachers in the formation of any individual plans or goal-setting exercises.

## Parents & Citizens Association

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A Parents & Citizens Association (P&C) is an autonomous school-based organisation that works closely with the school and its community to achieve three main objectives:

- 1) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
- 2) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.
- 3) to encourage parent and community participation in curriculum and other education issues in schools where there is no school council.

A P&C Association has unique status in NSW public schools under legislation giving it the ability to work with the school in ways that are not possible with other groups.

When a P&C works in positive cooperation with the school great things can be achieved for the children, the school and its community.

[🔗 P&C GOVERNANCE DOCUMENTS & ROLES OF EXECUTIVE MEMBERS](#)

## Parent/Carer Contributions

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It is the policy of the school to provide books and learning materials to students for various activities. A school curriculum levy is calculated by the finance committee and this is payable at the beginning of each school year. The amount will be advised at the beginning of the school year. The school also seeks a financial contribution from parents/carers. Money raised funds programs in Key Learning Areas. Costs associated with printing and paper for classroom use are also covered by this contribution. The school uses a third-party provider, School Bytes, to issue invoices direct to parent email addresses. This facilitates simpler payment and reminder processes. Parents may opt out of using School Bytes.

## Parent/Carer Volunteers

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The school enjoys outstanding support from its parent/carers community. If you have any spare time there is always an opportunity to help in some area as a reading tutor, accompanying class groups on excursions, covering books in the library, assisting in the canteen and maintaining the school grounds. Your help is always valued and appreciated.

## Parking

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As with all public schools, parent and visitor parking is off-site. Please park legally at all times to avoid fines and demerit points, and always prioritise safety over convenience.

[🔗 SCHOOL\\_ZONE\\_OFFENCES\\_INCLUDING\\_DEMERIT\\_POINTS\\_AND\\_FINES](#)

## Pedagogical Approach & Curriculum

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North Kellyville Public School is a lighthouse school that implements modern teaching approaches with the intent of best preparing students for a rapidly changing society where many 'soft-skills' are regarded just as highly as technical skills and knowledge. In 2015 the Australian Government announced the National Innovation and Science Agenda. North Kellyville Public School focuses on two of the four key pillars identified in the report:

- Taking the leap: backing Australian entrepreneurs by opening up new sources of finance, embracing risk, taking on innovative ideas, and making more of our public research. At North Kellyville Public School, students

develop entrepreneurial skills, financial literacy, the drive to innovate and confidence to take risks.

- Working together: increasing collaboration between industry and researchers to find solutions to real world problems and to create jobs and growth. At North Kellyville Public School, students benefit from partnerships with industry during both whole class/grade learning sequences and in the completion of personal interest projects where individuals or groups of students will be matched with industry experts to support learning. Students engage heavily with the Scientific Method of Inquiry, where they:
  - Ask questions
  - Complete background research
  - Form a hypothesis
  - Conduct fair tests / experiments
  - Analyse data
  - Draw conclusions
  - Share results and reflect

Students will be taught from the New South Wales Syllabuses for the Australian Curriculum, organised learning into six Key Learning Areas:

- English
- Mathematics
- Science & Technology
- Human Society & Its Environment
  - History
  - Geography
- Personal Development, Health, Physical Education
- Creative Arts

### HOME CLASSES

Students at North Kellyville Public School are organised into home classes and assigned a home class teacher. It is the responsibility of the home class teacher to know each child, liaise with parents, advocate for each child, and deliver part of the curriculum including drama, music, personal development and social skills programs. The home class teacher is the first port of call for parents.

### EXPERT TEACHING DEEPER LEARNING

At North Kellyville Public School, the "village raises the child." Students are taught English, History and Geography by expertly trained teachers who blend explicit teacher-directed pedagogies with student-centred project based learning. Students are taught Mathematics, Science and Technology and Creative Arts by expertly trained teachers who blend explicit teacher-directed pedagogies with student-centred scientific method of inquiry focusing on STEM interdisciplinary units of work. This approach is supported by itinerant Learning and Support and

English and an Additional Language teachers, while Assistant Principals who lead teaching and learning throughout the school connect heavily with each class.

## Photographs

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School, group and class photographs are taken annually by a commercial school photographer and are offered for sale. Individual photos and photos with siblings are also available. The school earns a small commission from the proceeds.

## Playground

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The playground features two sports courts and a large grassed playing field. There is minimal natural shade in the early years and therefore adhering to sun-safe measures is critical. While the school cannot apply sunscreen to students, it does supply it.

## Playground Supervision

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Children should not arrive at school before 8:30am unless attending the before and after school care centre. There is playground supervision from 8:30am until the commencement of school at 9:00am. There is no playground supervision after school and the students are deemed to be in their parents/carers care before 8:30am and after 3:00pm.

## Policies & Procedures

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Each term the school reviews, updates or adds additional policy/procedure documents to its website. These procedures are generally developed in consultation with staff, students and parents. To view school policies and procedures, visit our website.

 [POLICIES & PROCEDURES](#)

## Premier's Reading Challenge

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The PRC is available to all students. Commencing at the beginning of the school year and ending at the start of September, students are challenged to read a set number of books (usually 20 or 30) dependent on year level from a selected range of texts. The school librarians can be of assistance for any enquiries.

## Premier's Sporting Challenge

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During Terms 2 and 3 the PSC allows all students to track their level of physical activity both within and outside school. Students are then awarded with certificates of participation. The school receives a small grant for participating in this program.

## Principal

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The principal of North Kellyville Public School is Tom Moth. He is an experienced principal having previously worked at Wahroonga Public School since 2015. Tom welcomes parent contact and partnerships and can be reached via email ([thomas.moth@det.nsw.edu.au](mailto:thomas.moth@det.nsw.edu.au)).

Tom also administers a Twitter account @moth\_t.

## Release From Face to Face

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Every full time teacher employed by NSW Department of Education is entitled to 2 hours relief from classroom teaching duties each week. This time is used by the teachers for parent/carer interviews, marking student work, preparation of lessons, organising materials and liaising with other teachers. During the teachers' RFF period the students participate in lessons related to the Key Learning Areas. Note that teachers in their first two years of permanent teaching, and executive staff are entitled to additional RFF time.

## Responsibility Ladder

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To support our student wellbeing program, the responsibility ladder is used school-wide to enhance increased levels of responsibility. Students are explicitly taught through role play and discussion that:

- They own their own behaviour – nobody can make them do anything.
- They are responsible for their behaviour.
- Behaviour is a choice.
- We do the right thing because it is the right thing to do – not to gain a reward or prize, and not to avoid punishment.

Students who display the highest levels of responsibility (level D) make good behavioural choices without the influence or presence of an adult reminding or instructing them.

## Scripture / Ethics

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Students receive half an hour of Special Religious Instruction provided by visiting teachers each week. Should you not wish your child to participate in the lessons, options of non-scripture and Primary Ethics are available. Ethics lessons are run by trained volunteers while non-scripture is supervised by classroom teachers. Non-scripture is an opportunity for students to continue with independent study or reading. Primary Ethics is contingent upon trained parent volunteers and coordination from a Primary Ethics Coordinator who is also a parent. Please communicate with the school if you are able to assist in the delivery of a Primary Ethics program.

## School Development Days

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There are five school development days each year. These are student free days that staff uses for planning and professional development, usually held on the first day of Terms 1, 2 and 3 and the last two days of Term 4. The before and after school care centre operates on these days for working parents/carers.

## School Holidays

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During the school holiday periods it is strongly advised that community members do not enter school grounds. Often contractors are scheduled to complete works to the grounds or buildings during holidays and it may be quite dangerous for people who chose to attend the site. Community members are strongly encouraged to report any suspicious activity directly to the principal via email and to the School Security Unit

 School Security 1300 880 021

## School Office

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The school office is open between 8:30am and 3:30pm each day. Information about the school, enquiries about school procedures and activities, misplaced class notes, lost property and the like are provided by the friendly and helpful staff.

Should a child miss the bus or is not collected after school, he/she will be returned to the office until 3:30pm. Parents will be phoned for immediate collection. In rare cases, when students are not picked

up from school they are taken to the local police area command and mandatory notifications are made to the Department of Justice and Communities.

## School Plan

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The school develops a management plan in consultation with the community for the year ahead. It details the annual goals set by the school. The School Plan for 2019-2020 is published on the school's website.

## School Requirements

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A list of school equipment requirements will be provided at the end of each year for the year ahead.

This will include items such as pencils, coloured pencils, a glue stick, scissors, a library bag, a paint shirt and other grade specific items as listed.

To be fully equipped for school each day, children should have all items at school.

 [SCHOOL REQUIREMENTS](#)

## School Song

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Our school song is a celebration of some of the main themes of the school. Written by founding support class Assistant Principal Stephen Bondfield, the song is performed with pride during special occasions.

Lyrics:

## School Tours

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School tours run by the principal are organised twice each term for prospective parents and students. Tours will be conducted at 12:00pm on the Monday of Weeks 3 and 8 each term. Parents can book their attendance at a tour via the website <http://tinyurl.com/NKPSenrol>.

 [BOOK A SCHOOL TOUR](#)

## Selective High School Entry

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Students in Year 5 may apply for entry into a selective high school for Year 7. Applications close in Year 5 and the entry test is held at the beginning of Year 6. There are many excellent selective high schools nearby including Baulkham Hills High School.

## Sport

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The school offers a comprehensive sporting program from Kindergarten to Year 6. The emphasis in the early years is on developing the children's fundamental movement skills. School sport aims to develop positive attitudes to health and fitness and endeavours to foster team spirit.

Students at North Kellyville Public School are provided with many opportunities to participate in organised sport at both the school and inter-school level. Within the school, sports carnivals (swimming, cross country, athletics) occur. Students have the opportunity to trial for school teams which will compete against other local schools.

It is important to understand that it is not organisationally possible to field teams in all available sports within the PSSA structure until the school grows; however, at least one option for boys and one option for girls is made available in both winter and summer competitions. Ridges PSSA coordinates competitions in:

- Summer: cricket, softball/t-ball, NRL-tag, AFL
- Winter: soccer, newcombe-ball, league, netball

## Student Financial Assistance

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Financial assistance is available for parents/carers who may be experiencing short term financial difficulties. The scheme provides subsidies to enable students to purchase books and participate in excursions that otherwise may not be affordable. Arrangements for confidential financial support are available through the principal.

## Student Leadership

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Opportunities for students to assume leadership roles are provided through the election of school captains and prefects. The Student Representative Council (SRC) comprising elected representatives from Years 1-6 also provides students with leadership responsibilities.

## Student Wellbeing

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Schools have an important role in supporting children develop a positive wellbeing. North Kellyville Public School focuses on sustaining in students the 5 domains of the Wellbeing Framework for Schools:

- Cognitive Wellbeing
- Emotional Wellbeing
- Social Wellbeing
- Spiritual Wellbeing
- Physical Wellbeing

Students are engaged in a minimum of 150 minutes of physical activity each week, while a detailed Wellbeing framework that prioritises student responsibility and self-reflection is being developed. Older students will support younger students as part of a 'buddy' program.

## Support Classes

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North Kellyville Public School proudly includes three support classes for students with disabilities. These classes are multi-categorical, meaning that students have a range of learning needs. The provision of enrolment in one of these classes is coordinated through the Department of Education. Applications are submitted by the principal of the student's local school on behalf of the parents. Where possible, students in support classes integrate with mainstream classes to enhance social competence and to drive a culture of inclusion.

## Swimming Scheme

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Each year students in Years 1 & 2 (and sometimes other grades depending on demand) are offered participation in an intensive two-week learn-to-swim program coordinated by Coulter Swimming in Annangrove. Cost is passed onto parents and students are transported by bus each day to and from the pool to develop their swimming skills and technique prior to summer.

## Technology for Learning

North Kellyville Public School prides itself on its innovative 21st century teaching and learning programs. Students have access to a range of technologies in the classroom including large android panels, tablets, netbooks, desktops, 3D printers and virtual reality goggles. Wi-fi is enabled throughout the school.

## Text Books

In order to complement the work undertaken in the classrooms, students occasionally use textbooks but not in the way that they may have been used extensively when our students' parents went to school. Financial assistance is provided for parents/carers who may not be able to pay the levy.

## Toilets

The school is equipped with sufficient toilet block facilities with some additional toilets on site for students and adults who require additional assistance. Sanitary bins are provided in the girls' toilets. Students are encouraged to visit the toilet during scheduled breaks. Kindergarten classes visit the toilet at additional times throughout the year altogether. Adults do not use the children's toilet blocks. The school sends a strong message on respecting privacy in the toilets.

## The NK Way

North Kellyville Public School has developed a clear and inspiring road map. The NK Way outlines an aspirational vision which explains the key pillars of teaching, learning and leadership.

The NK Way is used to prioritise professional learning for staff members, guide teaching, learning and wellbeing practices, and ensure alignment across the organisation.

The NK Way is our true north. Locate the full document below.

[🔗 THE NK WAY](#)



## Uniforms

The school uniform accounts for choice, comfort, quality and style. Correct school uniform should be worn at all times and we trust that all parents/carers will do their best to support the school in this area. A school hat is a compulsory part of the uniform. For student safety, the school has a policy of asking students to remain in the shade if they are without a hat.

The school uniform is available for purchase online through Back to Basics Schoolwear. Back to Basics delivers orders twice-weekly to the school for distribution to families.

Please note that:

- Socks for all uniforms are to be white
- Shoes for polo option can be black leather school shoes OR running shoes/sneakers
- Shoes for dress is black leather
- Any uniform may be worn on any day
- It is intended that each class will be physically active at least 3 days a week (useful for deciding how many of each option to purchase)
- A branded school bag is available for purchase but is not mandatory
- For safety reasons, jewellery is not to be worn to school. Stud earrings or sleepers only can be worn as earrings. Watches are permitted.

[🔗 ONLINE UNIFORM ORDERING](#)



Hat



## Website

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Please bookmark the school website on your computer and refer to it regularly. If you find any out-dated information or would like to request additional information on the website, please contact us through the school email account.

[!\[\]\(8d0f0e0fe25b320c33272c52aec1fbca\_img.jpg\) SCHOOL WEBSITE](#)

## Wet Weather & Wind

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It is suggested that all children keep a labelled raincoat in their bag for rainy days. Children are not permitted to use umbrellas at school as they can be dangerous. During periods of wet weather and high winds, students are kept indoors for safety reasons. If the 3:00pm bell rings during a heavy storm, the principal may determine to keep students indoors until the storm passes.

## Working Bees

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Working bees are occasional held where parents/carers and students are encouraged to work together with school staff to maintain the grounds or work on specific projects. Students who attend must remain under the supervision of the parent/carer. BBQ lunches are provided.

## Work Health & Safety

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As a large organisation with hundreds of people on site each day, the school adheres to strict work health and safety protocols. Evacuation and lockdown drills occur three times each year. Parents are notified of drills via the School Stream app. All visitors to the school must sign in at the office and wear a visitor pass so that students and staff are aware that people who are not familiar to them have permission to be on site.

## Veggie Patch

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The school's vegetable garden is located on the northern side of the school near Thorogood Boulevard. Classes utilise the garden across the curriculum, for example when learning about living things in Science or perimeter/area/volume in Mathematics.

## Visitors to the Site

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The school takes the safety of its students very seriously. As such all visitors to the site, including parents during school hours, must report to the office and sign in. Contractors who complete maintenance on the site, teachers, other staff, paraprofessionals and the like all must have current Working With Children Check procedures completed. Parents attending the school to assist with school events must sign in at the office and complete identification requirements as well as sign a declaration.

[!\[\]\(683dba75afe26e28cd4de5730b776760\_img.jpg\) PARENT DECLARATION \(APPENDIX 5\)](#)

[!\[\]\(df47d6bec273bbb8b349135fff3a20f7\_img.jpg\) IDENTIFICATION REQUIREMENTS OF VOLUNTEERS](#)



# Responsibility Ladder

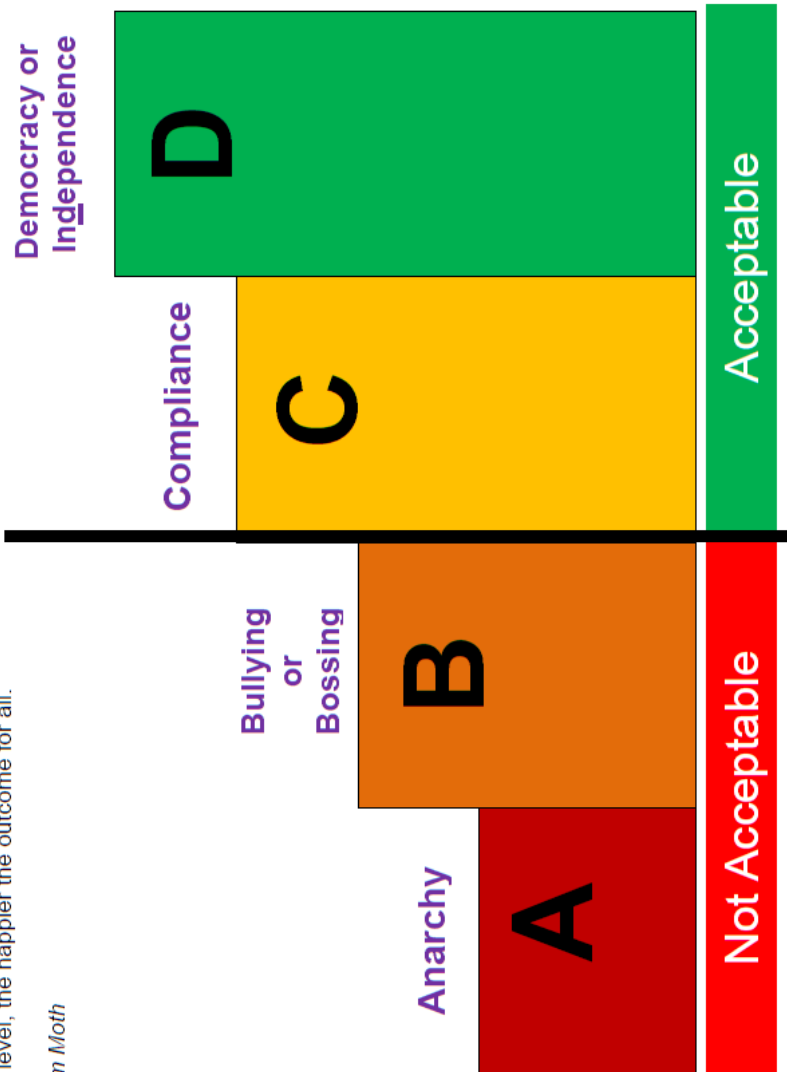
Dear parents,

We use this 'Responsibility Ladder' as a simple model to promote more considerate behaviour and the awareness of the value of following rules and being co-operative. You may wish to check your child's understanding and awareness of the levels. This is a tool to help students think constructively about modifying/improving their behaviour. In any chat I have with a child about a behaviour issue I will avoid telling a child what level I think they are acting at. Instead I will ask, 'So what level do you think you were on when you were doing that?' 'Is that acceptable?' 'What would I see if you were acting at level C instead?' 'How would that help?'

For a change to really occur a child needs to know what is expected, understand how their choices are affecting others and see the benefit of following the rule. Students can see that levels C & D are 'above' the line of acceptability and A & B are below the line. Students are taught that they have a right to meet their needs for fun, power, choice and belonging. But they also have the choice of how responsibly they act to meet these needs. Nobody controls the behaviour of others – not even me! We are all in control of our own choices and this message is consistently presented to students. This is particularly useful when students abstain from responsibility by responding that 'somebody made me do it.'

Students learn that each choice brings its own consequence and the more responsibly we act the happier everyone can remain. Students can see that acting at a particular level is more likely to produce a response at that same level e.g. a B level action towards another (bossing or bullying) generally invites a similar B level response. The higher the level, the happier the outcome for all.

Tom Moth



### Democracy

- Dependable, responsible
- Shows self discipline
- Chooses to do right thing (because they know it's the best way to be)

### Compliance

- Listens, co-operates, follows directions, conforms
- Will do the right thing when required or because it is expected

### Bossing

- Bosses others, bullies others
- Bothers others, breaks rules
- Meets needs at others' expense

### Anarchy

- Acting unsafely
- Noisy, out of control
- Dangerous
- Meets needs with little or no regard for the consequences





# Total Behaviour Car

Dear parents,

We use this 'Total Behaviour Car' as a simple model to assist students understand their behavioural choices and the choices of others. Total Behaviour is an approach that acknowledges at any moment in conscious time, an individual is: thinking, acting, feeling and experiencing physiological changes – these are the four wheels of the car. We recognise behaviour by the most dominant aspect (or wheel) of behaviour. For example, a student who is running a cross country race is obviously acting. S/he is running with one foot in front of the other, arms pumping. However, at the same time s/he is thinking ('I can do it, not long to go now'), feeling (tired, exhausted, exhilarated), and experiencing bodily responses (sweating, increased heart rate). A student who is playing a game of chess is quite obviously thinking. However, at the same time s/he is acting (moving a piece carefully), feeling (nervous, in control), and experiencing bodily responses (deep breaths, twitching nose).

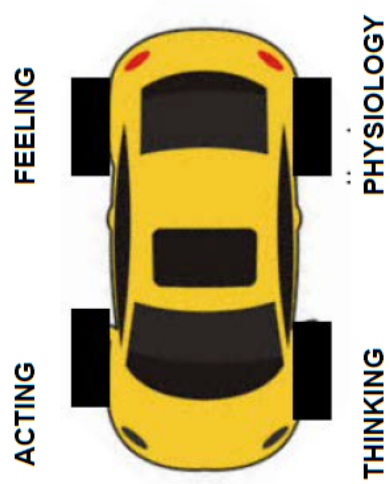
Just like on a car when a driver turns a corner, the front wheels move. Therefore the front wheels in total behaviour are acting and thinking. Students (and adults) have direct control over their acting and thinking. They can choose different actions or different thoughts when things aren't going well. Teachers support students to replace unproductive actions or thoughts with productive or responsible ones. For example, instead of thinking 'I can't do this work because it's too hard and I'm dumb', a teacher will re-write the script with the student to say 'if I apply myself and keep trying I will do the best that I can do and I will be proud.'

The back wheels on a car follow the front wheels and so the back wheels in total behaviour (feeling and physiology) can only be controlled indirectly by the individual. One cannot click their fingers and choose to feel better. One cannot tell themselves to stop sweating. However, they can change actions and thoughts to influence feelings and physiology. So, going for a jog might help clear the head and improve feelings of sadness, while drinking some water, turning on the fan and having a shower can reduce sweating.

At North Kellyville Public School one of the pillars of our wellbeing programs is a joint understanding that you can only control your own behaviour. You are in total control of your own behavioural choices, but have zero control over others'. Peers, teachers and parents can influence choices (like a back-seat driver!), but they cannot control or make decisions on behalf of the driver. Please take the time to explore the other aspects of the behaviour car analogy below.

Tom Moth

- **THE HOOD...** Under the hood is the engine and battery. This is the student's nutrition, needed to keep their car running smoothly.
- **THE SUN ROOF...** The sun roof reminds us to be outdoors as much as possible and to be active. Staying indoors without any natural light is not conducive to leading an active lifestyle.
- **THE HAZARD LIGHTS...** Cars break down and so do people. Look for warning lights like exhaustion, illness and irritability. When cars break down they go to a garage. When people break down they need to see a doctor and/or rest!
- **THE BOOT...** The skills we have in our toolkit are put in the boot for when we might need them. Resilience, persistence, self-esteem, confidence, work ethic.
- **THE PETROL TANK...** Total behaviour cars are fuelled by thought and there are only two choices – positive fuel or negative fuel. Filling a behaviour car with negative fuel will lead to negative outcomes, but being positive in your approach will help maintain a smooth running car!
- **THE STEERING WHEEL...** The driver uses the wheel to choose which direction to go. If the same behaviour keeps leading to the same (negative) result, it may be time to turn the wheel. The wheel of changing behaviour moves slowly.
- **THE BACK SEAT...** People will try to control your behavioural choices but they are not able to. They can influence only. The driver is the only one in control and is responsible for all behavioural choices.
- **THE REAR-VIEW MIRROR...** Students look into the rear-view mirror to see events from the past. The more time goes by, the smaller those events appear. We cannot change the past, but the rear-view reminds us of the lessons we learn from events.
- **THE WHEELS...** Acting, thinking, feeling and physiology are the four wheels because they move in unison with one another. We control acting and thinking directly, but only have indirect control over feeling and physiology.



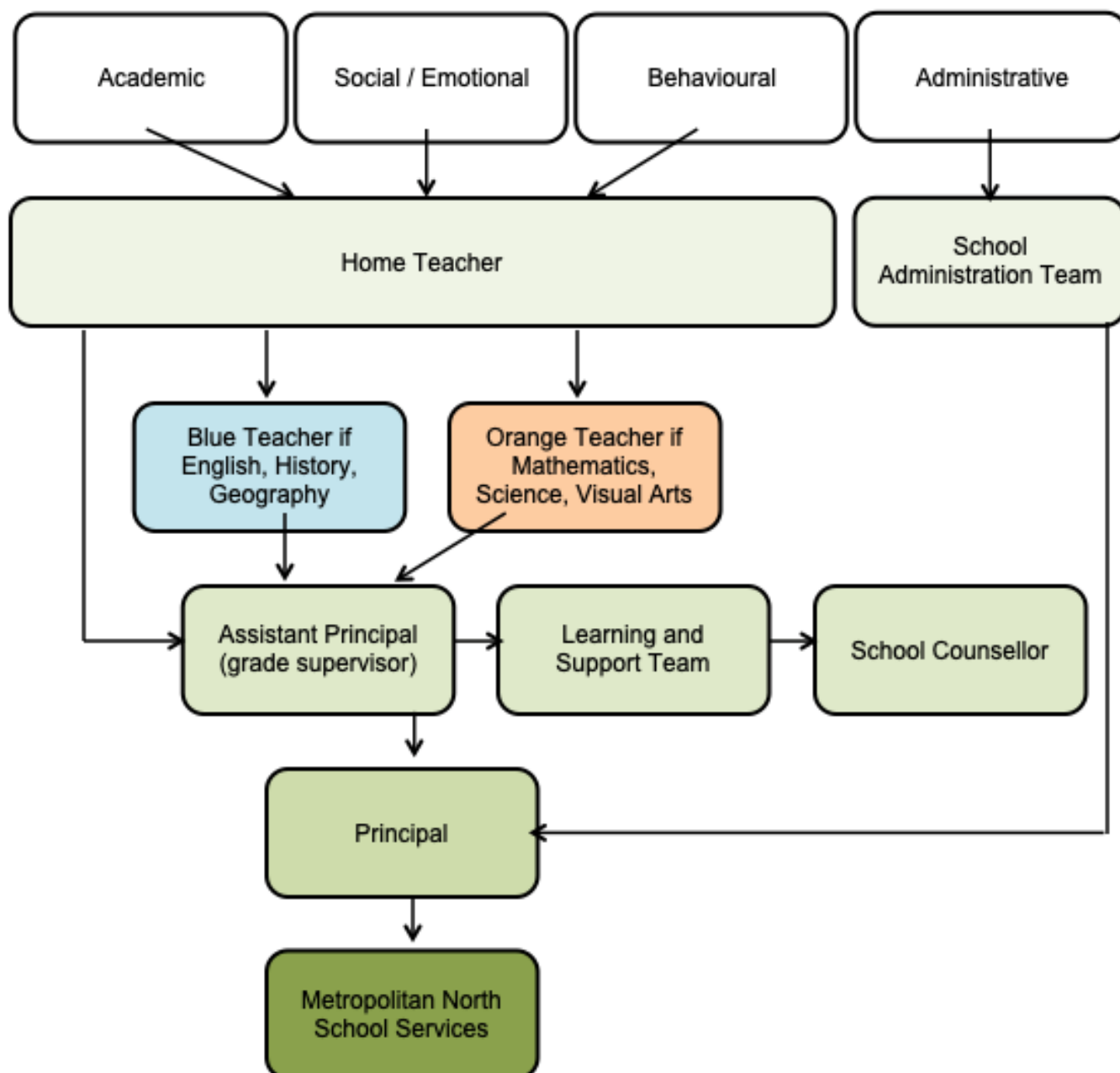


## NORTH KELLYVILLE PUBLIC SCHOOL

D R E A M ♦ B E L I E V E ♦ S U C C E E D

### School Implementation Guidelines COMMUNICATION FLOW CHART

To receive the most effective and timely response to a query, parents are asked to use the following chart when directing their communication within the school. The flowchart only progresses to the next level if the issue or concern is not satisfactorily resolved.



13 January 2020



## Appendix – School Song

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On Darug land since 2019  
Sits the best school the world's ever seen.  
A love of learning is a fire that's fanned  
Every day on this ancient land.

We read and write, we add and subtract.  
We Dream, Believe, Succeed, there's nothing we've lacked.  
It's up to you to make the right choice.  
Northy will guide you so hear his voice.

### CHORUS

Respect, Resilience, Responsibility  
Are the values of our school community.  
Dream Big and you can't go wrong.  
At North Kellyville I belong.

So wear it proudly the orange and blue.  
We wish for you to be the very best you.  
Through innovation we grow and play.  
It's all part of the NK Way.

Respect, Resilience, Responsibility  
Are the values of our school community  
Dream Big and you can't go wrong  
At North Kellyville I belong.

**Notes:**

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# NORTH KELLYVILLE PUBLIC SCHOOL

120-126 Hezlett Road, North Kellyville NSW 2155

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

