

The Polish School of Sydney

P.O. Box 810 Maroubra 2035 N.S.W.

website: www.polishschool.org.au

e-mail: school@polishschool.org.au

Parents' Handbook

Absences

If children are sick they are not to be sent to school. On returning to school, a written note in the student's diary explaining the absence must be presented to conform with the Department of Education regulations. Parents are requested not to take their child/children out of school during the school term for holidays or appointments unless absolutely necessary. The staff have a comprehensive teaching program to cover.

Accidents

The school is equipped with a first aid kit containing band-aids and cotton swabs. If a child has a serious injury they are to be taken to the school head teacher for appropriate care. Emergencies requiring ambulance attendance and/or hospitalisation will be dealt with immediately and the parents or guardians will be notified. Emergency phone numbers must be kept up to date, with the person/persons nominated aware of the nomination.

Activities

Additional activities such as: drama, sport, music, arts and craft classes will play a part in the development of the children. They will be used to encourage their language skills and help foster team work. All sports will be geared to the appropriate age level and skills.

Arrival & Dismissal

- School commences at 9.00 a.m. with the children assembling in the playground near the classrooms.
- All children are to be brought to the assembly area within the school ground by a parent or guardian.

- All children will be dismissed at 12.35 p.m.
- All children are to be picked from the playground adjacent to the classrooms by a parent or guardian
- The school car park will be open for parents wishing to park and collect their child/children.
- **No child will be permitted to leave the school dismissal area without parental or guardian supervision.**
- No child will be allowed to wait in the carpark for the person collecting them.

Assessments

Assessment of student learning forms part of the planing, teaching, evaluation, assessment and report cycle of learning. Assessment is used to inform students, teachers and parents of the learning progress achieved and to inform future planning to enable every child to reach his/her full potential.

Awards

Awards are given for a range of reasons, such as keeping school rules, helping others, demonstrating leadership, and displaying positive attitude towards learning, improvement in effort and/or achievement of academic, sporting, and cultural learning.

Child Protection Laws

As a result of the Wood Royal Commission, the Child Protection Act came into force in 2000. All employees who work with children in an unsupervised capacity are required to undergo a screening process to comply with current legislation. Adults working in a voluntary capacity, such as classroom assistance and excursions are required to sign the Prohibited Persons Declaration which states that they are not a person who has been convicted of a crime of a sexual or violent nature against children. Forms will be available from the school.

Change of address and phone numbers

To enable the school to provide a safe environment for all students, it is essential that parents inform the school of change of address, telephone numbers for both work and home, emergency names and numbers, custody rulings, drop off and pick up arrangements.

Communication

The school values communication between the school and home. To ensure parents are fully informed of school events, a regular newsletter is distributed. Newsletters may be accessed via the internet. An individual parent/teacher meeting will be held mid-way through the year.

Discipline

Aims

The aims of The Polish School of Sydney Behaviour Management Policy are: -

- To teach the children the difference between appropriate and inappropriate behaviour.
- To ensure the safety of all students.
- To enhance the development of the 'whole child'
- To facilitate learning
- To promote growth in social responsibility, confidence and self-esteem.

Behaviour Management Philosophy of The Polish School of Sydney

In our school community teachers and parents work in partnership to assist the children in becoming responsible and independent people.

At The Polish School of Sydney, we promote a proactive and consistent approach to the development of positive relationships between all members of the school community.

This is encouraged within a safe environment where cooperation, shared values and mutual respect are fostered and individual differences are recognised.

We believe that strong positive working relationships within our community are important. Positive relationships allow everyone to achieve maximum potential and growth. Our belief is that a cooperative school is a happy, secure place where all have the opportunity to succeed.

Non Negotiable Behavior

- 1. Bad Language**
- 2. Physical Aggression**
- 3. Bullying of any type**
- 4. Preventing others from learning through constant disruptions**
- 5. Showing disrespect for teachers and constant disobedience**

If this behavior occurs parents will be contacted immediately by the school to deal with the problem.

Excursions

Excursions are a means of extending, enriching and developing concepts and understandings in the curriculum.

At The Polish School of Sydney all our excursions: -

- Have proposed educational outcomes and are linked to the work in the classroom
- Will be organised well in advance of the planned day
- Are organised with awareness that we have a responsibility to the children and to their parents to ensure that every effort has been made for the safety and well being of those involved

Therefore the following process is observed: -

- Parents are to be informed of excursion details, including place, date, times, method of travel, cost, organisation of supervision, what to bring and wear. The parent or guardian must sign a permission note/slip.
- The Management Committee is responsible for the collection of permission notes and money. The permission slips are kept by the Management Committee until the completion of the excursion. The person responsible for the excursion must take the permission slips on the excursion for emergency purposes. For legal reasons a child without a permission note is not permitted to attend the excursion.
- Adults on excursions require precise instructions from the organising teacher/person and come by invitation only. Ratio of adults: 1 to 5.
- A minimum First Aid supply is to be taken on excursions where appropriate. Before the excursion takes place, teachers should be aware of individual medical needs.

Emergency information

It is essential that parents notify The Polish School of Sydney, in writing, of change of address, telephone numbers for home, work and emergency contact person.

Family information

The Polish School of Sydney functions as part of the wider community and is therefore responsible for acting within government guidelines. It is a parent's responsibility to provide the school with relevant information regarding family law rulings and access arrangements. The Privacy Act (2000) guidelines are followed by school management.

Finances

When enrolling you child/children at The Polish School of Sydney, you undertake a responsibility to meet your financial commitments. These will consist of school fees and other relevant levies set by the management committee of the school. **All fees are set by the school will be reviewed by the Management Committee at the end of each school year.**

First Aid

First Aid is to be administered by the appropriate staff on duty. Medication is not permitted to be given by staff unless written authority has been presented. Prescription medications must be in the original containers with the child's name and dosage printed on it.

General Responsibilities:

Teachers

A teacher in The Polish School of Sydney, in carrying out his/her role would be expected to fulfill the following expectations

1. To actively support and promote the educational philosophy and mission of the school
2. To provide high quality instructional programs and the best possible teaching and learning environment
3. To demonstrate a commitment to continuing professional and personal development
4. To strive to build a caring school community based on the needs of the Polish community

Parents

1. To work in partnership with the staff and the Management Committee of the school
2. To support the school's policies and practices
3. To meet financial commitments
4. To become actively involved in the school, involvement depending on individual circumstances
5. To attend parent/teacher meetings when requested

If parents have issues to be discussed, the following process is to be followed:

1. Make an appointment with your child's teacher to discuss your concerns (All meetings will be conducted in the presence of the head teacher). The class teacher knows your children well as they spend approximately 3 and half-hours per week with them.
2. Parents are requested to follow this simple procedure rather than gossip either in the playground or wherever. Remember we are here to support you and to teach and nurture your children to the best of our ability.

Homework

The teaching staff and the Management Committee of The Polish School of Sydney believes that homework gives opportunities to

- enable parents to participate in their child's education
- revise the content taught in the classroom
- develop study skills

All students will be issued with a diary with the homework for the week and other notices. It is to be checked by the parents and signed every week.

- All students are to bring to school their class folder with their booklet, exercise book and diary.

Leaving school early

Parents are requested not to take their children out of school early, as teaching time is very limited and very precious. If it is necessary to take your child out of the classroom early the child is to be picked up personally by the parent or guardian from the classroom and the teacher notified. The parent or guardian is to sign the teacher's class roll when taking the child early from school.

No child will be permitted to leave the school unless accompanied by the parent or guardian for obvious safety reasons.

Library

The library forms part of the language program. New books and resources are being purchased and donated to the school to support development of Polish literacy skills and encourage the love of literature. All students are encouraged to use the library. The library will be open for parents and children during school hours for borrowing and returning library resources. All books and resources must be properly cared for. The library will be developed, as more funds become available.

The maximum time that books are to be kept is 4 weeks. Please ensure your child reads and returns the books as soon as possible.

Parental partnership

By sending your children to The Polish School of Sydney, we would expect that parents would take the time to help the school in many different ways for example volunteering for excursions and around the school, helping with fund raising and promoting the school within the Polish community. By assisting the school it is hoped that the school will develop a fairly active social network among the parents and students.

The Management Committee for the school will consist of the following positions.

President

Treasurer

Secretary

Curriculum Coordinator

Head Teacher

Three other parents/guardians

Parent/Teacher communication

A partnership between parents and class teacher is enhanced when both parties have an opportunity to meet and discuss students' progress. One meeting is planned for the mid school year.

Presentation Days

At the end of each term the students will conduct performances to highlight the new language skills they have learnt during the term. It is compulsory for all students to take part in these presentation days. Also parents are required to assist the committee to set up and clean the hall on the presentation days

Punctuality

Punctuality is essential. School begins promptly at 9.00 a.m. If children arrive late it is disruptive to other children and the program within school time.

Recess

Recess time is 30 minutes. Recess time will be supervised by two teachers on duty and all children must stay within the designated play area.

Relief teachers

At times teachers may be ill. A trained casual teacher is available to continue the teaching program set by the class teacher. They are expected to follow the normal school routines.

School hours

School opens	8.50 a.m.
School commences	9.00 a.m.
School finishes	12.30 – 12.35 p.m. (approx. when the assembly finishes)

School rules

The staff believes that everyone in our school is a special person and as such has equal rights and responsibilities.

- **The right to learn**
- **The right to feel safe at all times**
- **The responsibility to respect people and property**

Student safety

Each teacher is responsible for the safety of the students in their care. All school policies are developed with student safety as the primary focus. Students are not permitted to enter a classroom before school, at recess time unless they are accompanied by the teacher. Playground supervision is organised to ensure all students can feel safe and enjoy their playtime.

Supervision

- Before school starts that is prior to 9.00 a.m. - All students are supervised by their parents before school
- 9.00 a.m. till 12.30 p.m. during school hours' teachers are responsible for the care of the children up till dismissal time.
- Parents are asked not to engage teachers in conversation whilst they are on duty as they have a "duty of care" to all students.
- *Please note that all children are to attend the assemblies All students are required to stay with their class teacher till dismissed*
- *No child is allowed to go to the carpark unattended. Please collect your child from the assembly area.*

Sun safety policy

All students are encouraged to wear a hat at lunch or recess time, at sports and when on excursions.

Smoking

Smoking is banned on all school premises in New South Wales. **NO SMOKING ON SCHOOL PREMISES IS ALLOWED**

Toys / Electronic Games

It is strongly recommended that toys or electronic games not be brought to school. As the school will not be held responsible for items that may go missing or are lost.

Wet weather

During wet weather the recess break will be held in the classrooms. Children need to have a raincoat to walk between classrooms and to and from the car park.