

The Polish School of Sydney

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Parents' Handbook 2017

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 has a comprehensive teaching program to cover.

Accidents

The school is equipped with a first aid kit. If a child has an 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 are kept up to date, with the person/persons nominated being aware that they might be contacted in case of an emergency by the school.

Activities

Additional activities such as: drama, sport, music, arts and craft 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 12.05 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 planning, 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.

Change of address phone numbers, email etc.

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, emails, 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 (one per Term) is distributed via email to all parents and guardians. All school Newsletters may be accessed on our website. An individual parent/teacher meeting will be held mid-way through the year. Additional meeting/ meetings can be organised on Teacher's/ Parents' request

Behaviour & Safety

Behaviour Management Philosophy

- In our school community, teachers and parents work in partnership to provide quality learning environments which are: inclusive, safe and secure - free from bullying, harassment, intimidation and victimisation.
- 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.
- We are committed to providing safe, supportive and responsive learning environments for everyone.
- We teach and model the behaviours we value in our students.
- Our students are expected to: (as per **Behaviour Code for Students/ NSW Department of Education**)
 - ✓ Respect other students, their teachers and school staff and community members
 - ✓ Follow school and class rules and follow the directions of their teachers
 - ✓ Strive for the highest standards in learning the Polish language
 - ✓ Respect all members of the school community and show courtesy to all students, teachers and community members
 - ✓ Resolve conflict respectfully, calmly and fairly
 - ✓ Attend school every Saturday
 - ✓ Respect all property
 - ✓ Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
 - ✓ Not bully, harass, intimidate or discriminate against anyone in our schools

Non Negotiable Behaviour:

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

Guidelines

Before school

- Before school starts, that is prior to 9.00 a.m., all children are to be supervised by their parents / carers.
- All children are to be brought to the assembly area within the school ground (near the ground floor classrooms of Building L at Randwick Boys' High School) by a parent or carer.
- All children are expected to be at school on time. Punctuality is essential. School begins promptly at 9.00 a.m. If children arrive late it is disruptive to other children and the school program.
- School commences with the children assembling in the designated area.
- No child is allowed to be dropped off on Rainbow St. or in the school car park unattended.
- Children are to sit quietly and listen to the speaker at the assembly.
- During assembly parents are asked not to engage teachers in conversation whilst they are on duty as they have a "*duty of care*" to all students.
- All children are required to stay with their class teacher and follow them to the assigned classroom.
- All children are to be very careful while going up the stairway as they might fall. No running or jumping is allowed on the stairway for safety reasons.

- In case of lateness, parents/carers are asked to take their child directly to their classroom. Children are not to be dropped off in front of the school building.

During school hours

1. In the classroom

- From 9.00 a.m. till 12.00 p.m. (during school hours) teachers are responsible for the safety of the students in their care up till dismissal time.
- Students are not permitted to enter a classroom before school and at recess time unless they are accompanied by the teacher.
- No eating is allowed in the classroom.
- At 10.20, after the bell, all students escorted by their class teacher are taken to the playground for recess.
- All children are to be very careful while going down the stairway as they might fall. No running or jumping is allowed on the stairway for safety reasons.

2. Recess/ In the playground

- In the playground, two teachers, rostered for playground supervision, take care of all students and are responsible for their safety.
- Playground area is limited to a **quadrangle** between the school library, main office and the gym to ensure that children can be easily supervised during recess.
- Duties are designed to ensure that students have adequate time for eating playing, going to the toilet and that all students share the playground equitably.
- Two teachers actively supervise the designated area, including the toilet assistance/supervision.
- Teachers maintain consistency in terms of dealing with playground problems.
- Teachers reinforce playground rules, expectations and boundaries to assist in providing a playground, which is safe and secure for students and the accompanying parents of some of the younger students.
- Parents are welcome to accompany their children, but they are discouraged from engaging in conversations with the teachers on playground duty.
- Teachers on playground supervision have the right and the responsibility to question any unknown adults present in the playground to ensure the safety of the children in their care.
- Children should not be in any classroom/ building or in and out of bound area during recess.
- Children should be in the defined playground area, and not behind buildings, or playing in or around toilet areas or office areas.
- Playing beyond the red tape is deemed out of bounds.
- Teachers will deal with unacceptable behaviour
- At 10.40, after the bell, all class teachers are to meet their students in the quadrangle and take them to their classroom. Class teachers are to ensure that all students are present before returning to the classroom.
- Students are to follow their class teacher in a safe and orderly manner.
- All students are encouraged to wear a hat/cap at recess time, despite the sunshade over the quadrangle.
- All students are to bring their own food and drinks. There is no access to the bubblers as they are located in out of bound areas.
- Students are not to drop or leave any rubbish in the playground. Teachers on playground supervision are to ensure that the playground is safe and clean.

3. During afternoon assembly /Dismissal

- At 12 p.m. after the bell, students, accompanied by their class teachers walk to the assembly area for an afternoon assembly.
- Students are to sit in orderly manner in a line with the teacher facing their class.
- Students are to be quiet and listen to the announcements made at the assembly.
- All students are required to stay with their class teacher till dismissed

- During the afternoon assembly, parents are asked not to engage teachers in conversation whilst they are on duty.
- All children will be dismissed at 12.05 p.m.
- All children are to be picked from the assembly area by a parent or guardian.
- Parents of Pre-school children are to sign their child off with the class teacher.
- The school car park is 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 car park for the person collecting them.

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 your 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 fulfil 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 either the Head Teacher or the School President). The class teacher knows your children well as they spend approximately 3 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/guardian

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 Day (the end of the school year)

At the end of the school year, students will conduct performances to highlight the new language skills they have learnt during the year. It is compulsory for all students to take part in this event. Also parents are required to assist the committee to set up and clean the hall.

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 20 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 commences 9.00 a.m.

School finishes 12.05- 12.10 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**

Sun safety policy

All students are encourage 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**

The end of the school year

At the end of the school year is an important day in the school calendar when all students will receive a school report and awards. Also, students will conduct performances to highlight the new language skills they have learnt during the year. It is compulsory for all students to take part in this event. Also parents are required to assist the committee to set up and clean the hall.

Toys / Electronic Games/ Phones

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

Working With Children Check

All staff, including the members of the Management Committee members and parents assisting the teachers in class hold current WWCC.

A Working With Children Check is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct.

The result of a Working With Children Check is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked. The Working With Children Check is fully portable so it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared.

Condition of Enrolment year K to 6

The Polish School of Sydney has been established to serve the needs of the Polish community and it is believed with your co-operation, assistance and honesty we will be able to provide the best possible education for the students attending the school.

Parents who wish their children to be educated at the school are asked to read and agree to the following:

1. Because we are a language school operating only once a week we expect all children to attend their classes and other activities organised by the school regularly. Also the commitment to study and complete homework is our expectation for every child.
2. Children need to be punctual in their attendance, to ensure minimal disruption to other students. Parents/Guardians need to ensure that they come to school on time and are picked up from school on time, as the staff are not paid to stay after hours.
3. Extracurricular activities are necessary part of the school's overall program and students are enrolling on the understanding that they join in wholeheartedly with elements of school life such as excursions, plays and performances, sports and Polish community events.
4. As we are using government facilities it is expected that the students respect the property of the school.
5. The Polish School of Sydney is a non-profit organisation where expenses are shared by all parents. So all parents are expected to pay the fees promptly on receipt of amount.
6. Since your child/children are in the care of the school we expected that they come properly attired to school.