

**The Polish School of Sydney
Randwick**

**Szkoła Polska w Sydney
Randwick**

www.polishschool.org.au



SCHOOL POLICIES 2017

The Polish School of Sydney

Behaviour & Safety Policy

Purpose

- To provide clear guidelines for the school community, especially teachers, students and parents regarding school rules before school, during school hours and after school.
- To provide a clear definition of what is required of teachers and students during different periods of the day.
- To ensure a classroom/playground is a safe and happy environment for all.
- To provide clear and consistent expectations for staff and students.

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 environment 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, when the recess bell rings, 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 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 areas 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 left 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.

Other Important information

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.
- 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.

The Polish School of Sydney

Curriculum planning and programming, assessment and reporting to parents Policy

CURRICULUM PLANNING AND PROGRAMMING

The curriculum at the Polish school of Sydney is based on the CL (Community Languages) K-10 (Kindergarten -Year 10) Syllabus 2003 developed by the Board of Studies NSW (currently known as NESAS) which identifies essential knowledge, understanding, skills, values and attitudes. It sets clear standards of what students are expected to know and be able to do in K–10. It provides structures and processes by which teachers can provide continuity of study for all students.

Aim

Following the CL K-10 Syllabus, we aim to:

- develop students' skills in listening, speaking, reading and writing in the Polish language;
- enable students to make linguistic connections by making comparisons between Polish and English;
- enable students to use their language skills in a variety of situations and for a variety of purposes;
- enable students to communicate effectively with members of their Polish speaking communities;
- develop students' awareness and understanding of the significant cultural values and practices in Polish speaking communities;
- develop students' ability to recognize the link between the Polish culture and a sense of identity.
- develop students' knowledge of the Polish history, geography, traditions and customs;
- develop students' knowledge of the contribution contributions to Australian society by Polish speaking people and communities

ASSESSMENT AND REPORTING TO PARENTS

Assessment is the ongoing process of gathering, analysing and interpreting, using and reflecting on data to make informed and consistent judgements about learners' progress and achievement to improve learning.

Comprehensive assessment (formal and informal), professional observation and consultation with parents allow teachers to determine individual student needs. This evidence is used to update and adjust our learning programs and textbooks. It takes place four times a year in preparations for the new unit of work taught each term. Our Programs and textbooks are tailored to meet a diversity of student abilities and interests. A comprehensive report detailing academic marks for all domains: listening, speaking, reading and writing is provided on completion of Semester 1 and Semester 2. Our teachers are constantly analysing and evaluating students and will provide frequent feedback on oral contributions or written comments on submitted assignments and notes in a student's diary.

- When assessing students, we aim to allow them the opportunity to exhibit what they know and what they can do.
- When teachers prepare assessment tasks, they create a variety of tasks to enable students with different learning styles the opportunity to display his / her knowledge and skills.
- Not all students perform well under examination conditions. Therefore not all tasks are in the form of exams.
- We allocate 50% of the total report mark to class based assessment and 50% tasks preformed under exam conditions.
- All skill areas (listening, speaking, reading and writing are covered in all types of assessment).
- *Preschool and Kindergarten class are assessed in a different manner (as in mainstream schooling).*

Half yearly and yearly reports are issued to give the parents or guardians the information about their child's progress and attitude towards learning.

The student is given a mark (from A to E) in the four learning areas (listening, speaking, reading and writing).

The **Common Grade Scale** shown below is used to report student achievement in The Polish School of Sydney

The Common Grade Scale describes performance at each of five grade levels.

A The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.

B The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.

C The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.

D The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.

E The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

The report also assesses student's attitude towards learning and his / her social skills

1. being prepared and organised
2. completion of class work
3. completion of homework
4. group work
5. individual work
6. class discussion
7. cooperation
8. attention in class

The Polish School of Sydney

Awards Policy

Award System

The aim of the award system is to encourage the students to always do their best in class, in order to achieve a high level of skills in listening, speaking, reading and writing in Polish language. We need to encourage good behaviour in the classroom, for the students to respect school property and each other.

There are 5 levels of awards:

Level One – Stickers

A sticker is given for the following:

being in class on time, completing homework, good schoolwork in the classroom, good behaviour in the classroom e.g. listening to the teacher and always following his / her instructions, good written work in class and at home, general improvement in learning and attitude towards learning, being helpful for the teacher and peers.

Level Two – Bronze Award

This award will be given after a student has collected 4 stickers.
The Bronze Award will be given out in class.

Level Three – Silver Award

This award will be given out after a student has collected 4 Bronze Awards.
This award will be given out at the afternoon school assembly.

Level Four - Gold Award

This award will be given out after a student has collected 3 Silver Awards.
This award will be given out at the afternoon school assembly or on the Presentation Day.

Level Five – Platinum Award

This award will be given out after a student has collected 2 Gold Awards.
This award will be given out at the afternoon school assembly or at the end of the school year presentation.

The Polish School of Sydney **Textbooks Policy**

Due to the limited choice of textbooks for teaching Polish as a second language, The Polish School of Sydney has been developing a series of our own textbooks / booklets.

They are written with reference and emphasis of K-12 language Syllabus (2003). (NESA, previously known as the NSW Board of Studies or BOSTES)

The following classes use textbooks developed by staff of The Polish School of Sydney:

Preschool 1	Light Yellow class
Preschool 2	Light Yellow class
Kindergarten	Yellow class
Year 1 & 2	Red class
Year 3 & 4	Blue class
Year 5 & 6	Green class

The following classes use textbooks published in Poland:

Years 7-10 - High school class
Beginners class - Junior
Beginners class - Senior

Every class (except for those listed above) receives and studies 4 booklets / 4 themes per year. Due to the composite nature of some of our classes, two sets of booklets are required to avoid a student repeating studying the same theme.

Each booklet consists of **Program Overview**, including the learning context, unit description, outcomes, language functions and resources used in preparing the unit; **Grammar Overview** including the main grammatical features taught in the unit; series of texts, activities and language exercises.

We find the booklets are efficient and practical because:

1. the student has got all the work in one place
(it allows for the smooth running of all class activities and doing homework on time)
2. the booklet allows the for revision at home
3. the booklet is easy to follow by teachers, students and parents
4. if the class teacher is absent the relief teacher can easily continue the work with minimal explanation from the school
5. the booklets are always used for homework
6. the booklets are cost effective to produce (double-sided photo-coping)
7. all work is prepared in advance, allowing for very thoughtful and careful selection of material and preparation of relevant language activities
8. the booklets allow for preparing adequate assessment tasks in the following areas:
speaking, listening, reading and writing
9. a completed booklet increases the student's self esteem and motivation; it makes him or her proud of completed work
10. parents appreciate the good organisation and the hard work put into preparing our teaching programs / units of work

The Polish School of Sydney Homework Policy

Homework is a valuable part of schooling and learning the Polish language. It allows for practising, extending and consolidating work done in class.

Homework set for the students is: appropriate for each student's age and ability, relevant to each student's needs, purposeful and designed to meet specific learning goals, varied and challenging, but achievable „ built on knowledge, skills and understanding developed in class, clearly stated and requirements made explicit during class time, supported by teacher strategies for students having difficulties with homework. Homework tasks are assigned by teachers with a specific, explicit learning purpose. On completion, teachers acknowledge student effort and provide feedback related to student learning.

- The student diary has the primary function of being the first form of communication between the school/teacher and the parents.
- Every Saturday the students are to write down their homework in their diary.
- The diary is to be checked and signed by the class teacher at the end of the day.
- Parents are to check and sign the diary on a weekly basis to ensure that the homework is completed.
- The class teacher uses the diary for other forms of communication with the parents, e.g. concerning student's behaviour, attitude to school work, upcoming events etc.
- The back section of the diary is used for writing down weekly spelling lists of 10 words (introduced on that day). The words are to be rewritten every day of the week, excluding Saturday & Sunday. On the following Saturday students are given a spelling test on these words.

The Polish School of Sydney Enrolment Policy

The Polish School of Sydney is a not for profit organization that 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.

Enrolments take place all year, although the best time to enroll a child is the beginning of a new school year to maximize their learning outcomes.

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

1. 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 host school.
5. The Polish School of Sydney is a non-profit organisation where expenses are shared by all parents. 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.
7. Parents /cares are expected on enrolment to inform the school management of any learning difficulties, behavioral issues or any other matters which might affect the child's learning or safety. All information provided will be treaded strictly confidentially.