

Turramurra Public School Parent Information Handbook

turramurra-p.schools.nsw.gov.au

Welcome to TPS

Turramurra Public School is situated in the Upper North Shore area of Sydney. Its name is derived from the Aboriginal word meaning 'placed on the hill'. The school is set on extensive grounds with buildings clustered at either end of large playing fields. The school caters for students K-6.

Turramurra Public School students perform exceptionally well in many endeavours and we have high educational expectations for our students. This is nurtured through positive practice, collaborative approaches and extensive opportunities. The school provides quality teaching and learning programs, outstanding band and choral programs, a K to 6 buddy program, specialist computer sessions and specialist sports program. We also offer Robotics, Student Representative Council, Chess Club, Public Speaking and Debating programs, extensive sport programs and a specialist dance program. We have a comprehensive wellbeing policy based on Positive Behaviour for Learning (PBL) that underpins a proud school culture that demonstrates the Department of Education's core values-Respect, Responsibility and Personal Best.

Our Vision

Our vision is to provide an engaging environment with high expectations; where every child thrives, is valued and achieves their personal best.

We ignite creativity and foster confident, independent and resilient learners who make meaningful contributions within their school and the wider community. Through communication, respect and rapport we work in partnership with our community, building trusting relationships with every student, every parent and every teacher.





School Information

EXECUTIVE STAFF

Principal

Anthony Moran

Deputy Principal

Sascha McIntyre

Assistant Principals

Jessica North

Leanne Davies

Joseph Bruscino

Priya Varma (Rel.)

Assistant Principal Curriculum Intervention

Glynis Neeves

ADMINISTRATION STAFF

School Administrative Officers

Annette Field

Martine May

Michelle Mew-Sum

CONTACT INFORMATION

Office Hours: 8.30 — 3.30pm Office: Kissing Point Rd entry

Phone: 9983 9455

Email: <u>turramurra-p.school@det.nsw.edu.au</u>

Website: <u>turramurra-p.schools.nsw.gov.au</u>



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School Improvement Plan: Strategic Directions







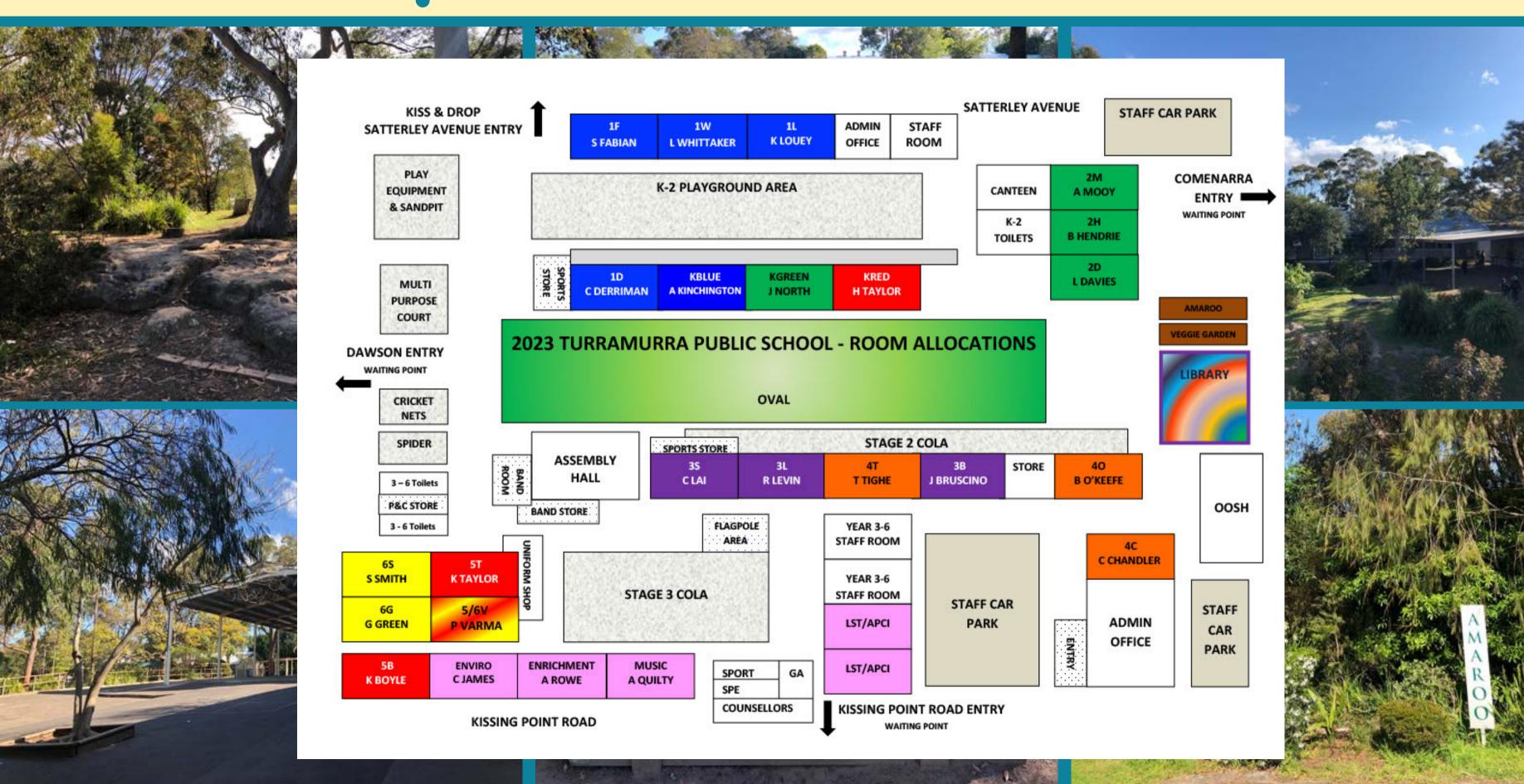


To maximise learning outcomes in reading and numeracy, we will embed sustainable, evidence informed teaching practices that are responsive to the learning needs of individual students

To maximise learning outcomes for students we will further develop data informed practice across the school to guide teaching and learning and drive student growth in all areas.

To build connectedness and communication we will strengthen trusting and effective partnerships across the school and the wider community in order to embed a consistent approach to teaching, learning and wellbeing.

School Map



Bell Times, Pick Up & Drop Off



Bell Times

Supervision in playgrounds: 8.40am

Classes begin: 9.05am Recess: 11:05-11:30am

Lunch: 1-1.50pm

Classes end: 3:05pm

The playground is NOT supervised before 8.40am or after 3.05pm.

Students are not to arrive before 8.40am.

Access to School Grounds

There are four pedestrian access points to the school. Kissing Point Rd, Dawson Ave, Comenarra Parkway and Satterley Ave. Satterley Ave has a kiss and drop area that parents may use. Please do not leave your car and clearly display the name and class of each student being collected. The line for Kiss and Drop travels down Satterley Ave, then Nimbrin St to avoid congestion on The Comenarra Pkwy.

Due to limited parking in these streets, parents collecting students in cars are encouraged to use the nearest access point and escort children back to their car.

Please do not park in any driveways or car parks. <u>Car parks are not for pedestrian use</u>, only for staff parking.



Students arriving late or leaving early

All students arriving or leaving at different times need to come to the Kissing Point Office. The students will then be escorted to their class.

Afternoon Dismissal

Kindergarten, Year 1 and Year 2 students who are not collected on time will be taken to the Office and families telephoned. Any Year 3 to 6 student not collected on time should go to the Office.

OOSH



Turramurra OOSH aims to provide out of school hours care to all families in the Turramurra Public School community. We endeavour to meet the needs of the community by possessing the resources required to facilitate care for every child of Turramurra Public School who attends OOSH. In 2022 OOSH moved into new purpose built hall.

We focus on creating a safe, comfortable and welcoming environment in which to implement our child-driven program. Our program is designed to include children's interests and promote elements such as agency, respect, wellbeing, curiosity and freedom of choice. We aim to embed into our practice, an appreciation for our indigenous heritage and cultural diversity as well as sustainable practices to aid in the preservation of our natural environment.

Turramurra OOSH is licenced to hold 200 children per session. Due to this restriction, we regularly operate with a wait list. For new enrolments, we ask that you first complete our waitlist application form and email it to bookings@tpsoosh.com.au or drop it off in person.

Waitlist Application Form

Please see our <u>Parent Handbook</u> which should answer many questions you may have about our service.







Canteen





Our School operates a "Healthy Canteen" in accordance with guidelines established by the Department of Education and the Department of Health.

The range of food available is limited to suitable healthy items.

We have a Canteen Manager who runs the Canteen with assistance from parent volunteers.

Volunteers are always needed and much appreciated. Normal "duty" time is from 9.30am to 1.30pm but can be adjusted to suit your availability.

The Canteen is open on: Monday, Wednesday, Thursday and Friday.

All lunch orders need to be ordered online. Please log on to: www.flexischools.com.au to place your order. Items other than lunch orders are available over the counter at recess and lunch.

Enquiries: 9440 0356

Book Club

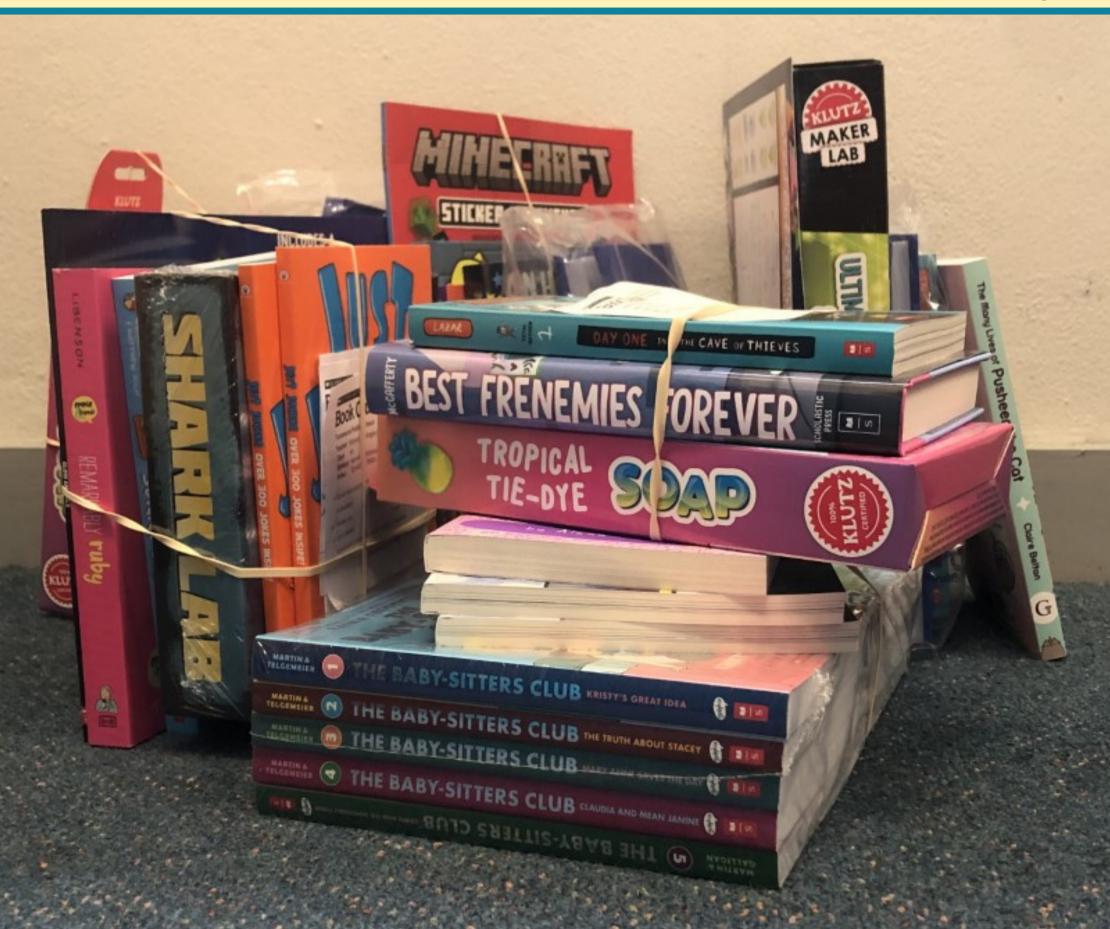


School Book Clubs are operational in the School Books may be purchased through this scheme by completing the order form(s) sent home with the children. Only On-line payments are accepted, please do not send cash or cheques.

The School receives credit for every purchase in the form of a book dividend or voucher, which "buys" books and other materials to add to the class and Library collections.

Book Clubs are co-ordinated by parent volunteers.





Specialist Programs: Environment





Mrs James will be teaching environmental studies to students K-6. This will include preserving nature, resources, sustainability and their role in making a difference.







Specialist Programs: Sport





Mr deJager is the K-6 sports teacher. He works with each class focusing on fundamental movement skills used in sports.







Specialist Programs: Music





Miss Quilty is the music teacher at TPS. All students have a weekly music lesson where they learn the basic music concepts through to playing the ukele.







Specialist Programs: Library







All students attend a library lesson once a week. Students have the opportunity to borrow books from our well resourced library and extend their classroom learning by researching topics studied in the classroom. On Monday to Wednesday Mrs Kynaston takes library and on Thursday and Friday we have Mrs Prud'Homme.





Performing Arts Programs





Band

There are three main Concert Bands at TPS:

- Junior Concert Band (made up of new - starters - predominantly Year 3) Intermediate Concert Band (year 4 students in their second year of playing) · Performance Band (years 5 & 6 students with more than 2 years of playing) There is also a Jazz Band, which may consist of students from Years 5 to 6 (who have played longer than one year), and possibly a Junior Jazz Band from Year 4 (and Year 5) — this is not for beginner students. The format and number of bands may change from year to year, based on student numbers and instrumentation.





Dance

Turramurra Public School has three gifted and talented dance groups:

- •Senior Dance (Years 5 & 6)
- •Intermediate Dance (Years 3 & 4)
- Junior Dance (Year 2)
- •All children in Years 2-6 may audition for places in these groups which are taught by an experienced dance teacher.

The Senior & Intermediate dance groups perform at the Sydney North Dance Festival held at Glen Street Theatre during Term 2. All groups rehearse weekly and perform within school at assemblies.



Performing Arts Programs





Choir

Miss Quilty and Miss Fabian lead our school choir groups, including junior and senior choirs.

These groups learn a repertoire of songs and perform at school events and externally, including at Schools Spectacular.

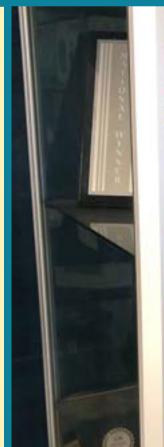




Ukulele Group

Senior students learn the ukulele with Miss Quilty, our music teacher.

This is a fun group and provides students with the opportunity to learn chords and perform with their peers.





Sport Programs





Sports Aerobics

Miss Mooy leads selected Years 5 and 6 students in highly energetic and entertaining sports aerobics routines.

Recently, these talented performers took part in the Australian National Sports Aerobics competition and came fourth out of all groups across Australia.





Hornsby Zone School Sport

Students in Years 3-6 can try out for a multitude of teams to play in an inter-school sports competition on Fridays.

The sports are:

- Softball (Years 5 and 6)
- Tee-ball (Years 3 and 4)
- League Tag
- Cricket
- Football (soccer)
- AFL
- Netball



Sport Programs





Sports Houses

Students are allocated to one of four sporting house:

Grevillea = Green

Telopea = Red

Acacia = Yellow

Banksia = Blue





School Carnivals

The school holds three carnivals each year, which are:

- swimming
- athletics
- cross country

Students learn athletic event skills during sport lessons with Mr DJ.

Students who achieve certain times/distances compete in higher level carnivals against students from other schools (zone, area state and nationals).





English as an Additional Dialect (EAL/D)

The school has specialist teachers who support the English language development of students who have another language background in their family. Students eligible for EAL/D support range from students newly arrived in Australia, who are beginning to learn English, to Australian-born students from a non English speaking background (NESB). These students may require further development of their English language skills and on-going English language support. The EAL/D teacher works with class teachers and withdraws small groups of students who require intensive assistance.

Robotics

Mrs Varma runs robotics lessons with upper primary students outside of school hours.

These students work collaboratively to learn about robotics and experiments with builds.











Maths Extension

We run a maths extension program for students using Maths Olympiad for Year 5-6, Maths Games for Year 3-4 and Maths Explorer for Year 2 students. Students are challenged to develop their creativity in solving maths problems.





Debating

Our debating team is made up of 6 students who excel at public speaking, selected from Years 5 and 6. The team competes in the Ryde District Debating Competition, which is comprised of five debates against local schools over Terms 2 and 3, with a chance to proceed to a semi-final and finals round.







STEM

Students across the school participate in Science, Technology, Engineering and Mathematics (STEM) lesson.

Along with STEM lessons with classroom teachers, students often have specialist STEM activities. An example of this was when our Year 3 students completed a Boomerang Project at Turramurra High School (THS), led by THS teachers and students.





Science Shed

Each week the Science Shed is opened up before school. Students are welcome to come along and see students, parents and teachers lead experiments and learn about the wonderful world of science.







Excursions / Incursions

Each year students from Kindergarten to Year 6 have the opportunity to attend excursions and incursions that heighten their learning.

Examples of excursions and incursions include:

- Taronga Zoo
- Gibberagong Environmental Education Centre
- Powerhouse Museum
- CARES bike riding
- Photography
- Swim Scheme and ocean swimming
- Ku-ring-gai Wildflower Garden

Stage 3 Camps

Year 5 and 6 students have overnight camps each year. Teachers organise and attend these wonderful opportunities for students. While these are subject to change, recently:

- Year 5 went to Bathurst to supplement their learning about the Australian Gold Rush.
- Year 6 got to go to the Great Aussie Bush Camp at Tea Gardens, where they challenged themselves and built their team work skills in a wide range of physical and mental activities.











Student Leadership

Our students learn leadership skills through writing class expectations and learning about our School Values and Expectations.

Formal leadership also takes place, in the form of:

- School Captains, Vice Captains and Prefects
- Library Monitors
- House Captains
- Student Representative Council





Gnomes Garden

Our school has a beautiful garden, dubbed the Gnomes Garden.

Mrs Neeves leads a group of students in maintaining the plants in this space, which includes vegetables and herbs.

Pre-school students have an excursion to the Gnomes Garden each year, which is always a highlight of our calendar.





Routine



Attendance

Students are required to attend school each day instruction is provided. It is the responsibility of the parent to ensure regular attendance. Attendance is essential to ensure progress,

- Notification of a child's absence can be made via:
- -Note to class teacher
- -Email to school or Skoolbag app
- -Sentral Parent Portal

Please report student absences by 9.10am

The Principal must be informed if the student is absent for an extended period of 10 school days or more. An application for Extended Leave must be completed in advance.



Changes to Routine

Please inform teachers as soon as possible of changes for usual after school arrangements. Messages telephoned to the school will be passed on when possible.



Religious Instruction & Ethics

Classes

Each week the children receive religious instruction from visiting teachers and clergy. Special combined services are held at Easter and Christmas.

Religious Instruction is not compulsory. Parents of newly enrolled students will be given information regarding options available.

Ethics Classes are provided for some grades when trained teachers are available. Trained Ethics teachers from St James Ethics Centre conduct these classes.



Clothing & Personal Belongings

Please mark all clothing and personal belongings clearly with your child's name. Lost property is outside the K-2 toilets and between 4B and 2Bs classroom.

Communication



Effective Communication

Effective communication between school and parents/ carers is vital to ensure the best learning environment for each student. If, at any time you would like to discuss an issue please contact the school to arrange an interview with your child's teacher. A Meet the teacher evening occurs at the start of each year. There is also an annual Parent/teacher interview each year.

Telephone: 9983 9455

Email: turramurra-p.school@det.nsw.edu.au

Whole School

Communication

- Skoolbag messages please subscribe to appropriate years for your child/ren
- Newsletter published weekly on Tuesdays
- School website turramurra-p.schools.nsw.gov.au
- P&C Meetings
- P&C Facebook page

Reporting to Parents

Parents are provided with reports on their child's progress at the end of each semester. Reports are designed to indicate the student's level of mastery and to provide parents with a profile of strengths and areas of improvement.







NSW Australian Curriculum



Key Learning Areas

The K-6 curriculum is made up of six Key Learning Areas (KLAs):

- 1. English: reading, viewing, speaking, listening, writing and representing
- 2. Mathematics: working mathematically in measurement, geometry, number and algebra, statistics and probability
- 3. Creative Arts: Music, Visual Arts, Drama and Dance
- 4. History and Geography
- 5. Physical Education and Personal Development
- 6. Science and Technology







Learning Support Team

The role of the Learning Support Team is to provide for the learning needs and welfare of all students at Turramurra Public School. The Learning support team meets weekly to discuss teacher and parent referrals during the year. The team discusses the referrals with a view to implement one or more following strategies:

- 1. Assistance with developing a Personalised learning plan for student
- 2. Help to implement programs to support student's needs
- 3. Organise for students to receive extra support from specialist staff within the school
- 4. Seek external help to support students and families
- 5. Refer to the School Counsellor
- 6. Apply for funding to support student through the use of a teacher's aide (Student Learning Support Officer)

School Counsellor

Mrs Kim Legg is School Counsellor at TPS on Tuesday and Wednesday







Positive Behaviour for Engaged Learning

PBEL is a school wide program that promotes a positive and encouraging learning environment where students know what is expected of them. They are taught the required skills in behaving responsibly and respectfully.

At Turramurra Public School we believe that:

- Everyone has a right to learn in a safe and positive classroom environment.
- Students should be treated fairly and in a consistent manner.
- PBEL practices should be consistent throughout the school.
- Behaviours and actions have consequences that must be accepted by the students.
- All students can develop and use self-regulation strategies.
- Parental support and cooperation are necessary to run a successful positive student behaviour program.

All staff are responsible for teaching the behavioural expectations, providing consistent positive feedback to students, and delivering consistent corrective feedback and consequences when expectations are not followed. The entire school, including the classrooms, playgrounds, canteen, school gates and buses, is considered part of the total learning environment.

The systems at TPS have been designed to support our learning and teaching environment and to provide individual behaviour supports to achieve positive academic and social outcomes for all students.







Behaviour Expectations

1						
Rule	ALL SETTINGS	CLASSROOM	LINES & MOVEMENT	TOILET	PLAYGROUND	ASSEMBLIES
R e s p o n s i b i l i t y	Wear School Uniform Keep hands, feet and objects to yourself Be in the right place at all times Use facilities and equipment correctly Move safely around the school Report problems to a teacher	 ▼ Walk in and around the classroom ▼ Use classroom equipment and furniture safely 	Stay in two straight lines behind leaders Walk at all times Stay on pathways Keep to your side of the stairs Carry equipment safely Return to class ASAP	₩ash your hands Flush the toilet	Wear a hat Play appropriate games in designated areas Throw rubbish in the bin Return equipment Pack away equipment	Move quietly when walking on and off the stage Stand still and hold your award proudly Smile at the award winners when they return to the classroom
R e s p e c t	Care for own and others belongings Listen attentively Speak politely to everyone Place all rubbish in the bin Be honest Follow the instructions of all staff	 	 	Respect privacy Turn tap off Use quiet voices Close toilet door	Mask to join in games Follow the rules of the game Be inclusive Share space / equipment	 Enter quietly Applaud respectfully Listen to assembly teacher Keep body still at all times 5L's
Personal Best	Try your best Be a team member Be prepared Accept awards proudly Be a problem solver/thinker Follow the school rules	☑ Use time effectively ☑ Work cooperatively with others	Play ends when the music starts Model appropriate behavior for others	Be as quick as you can	Make sensible choices about what and where to play Solve problems whenever possible Create fun / inclusive games	Learn the national anthem Learn the school song Be an active listener





Student Representative Council (SRC)

Our Student Representative Council, we aim to create an environment that is safe, encouraging, and welcoming, to give our peers a voice. Our purpose is to address concerns and problems, solve initiatives, whilst raising money for causes important to the TPS community.

Visit the SRC site here.



Buddies

Each class is paired up with a class of a different grade to make "Buddies" groups. Within these groups, every child across the school is grouped up with one or more students, who become their own Buddy!

Buddies classes get together throughout each term and complete lessons and activities together, including art, reading, STEM, sport and wellbeing.



Peer Support

Year 6 students run a Peer Support program each year for students in Kindergarten and Year 3.

Students are led through the program which looks at things like friendships, resilience, kindness and social skills.

Health



Accidents and Sudden Illness

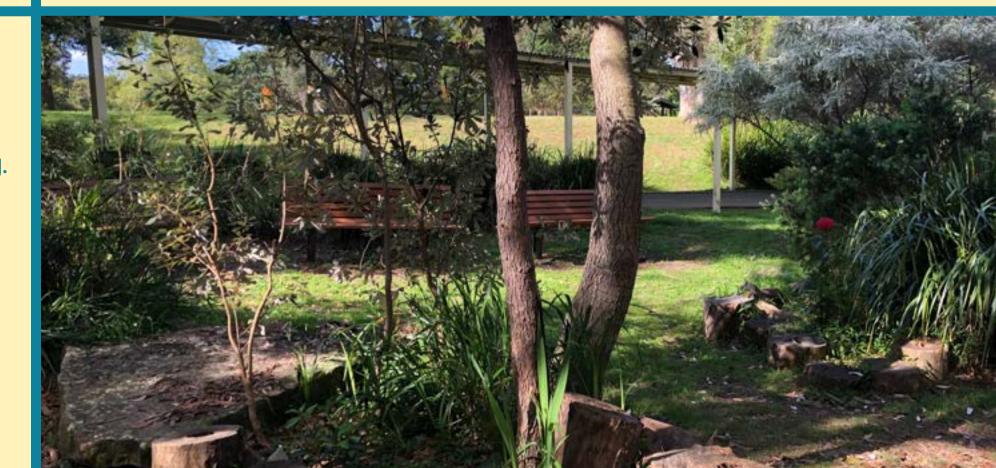
In the case of a sudden illness or an accident, every attempt will be made to contact the parents or an emergency contact person. If this is not possible or the emergency is extreme, appropriate medical treatment will be sought. Please inform the office staff of any changes to your contact details, especially the emergency contact telephone numbers, for your child's Student Information Card. School staff are trained in emergency response procedures.

Allergies

Regulations require specific paperwork to be completed by your child's doctor if your child has anaphylaxis, asthma or allergies. The office staff will provide this paperwork that MUST BE SIGNED BY A DOCTOR. We appreciate your support in this matter.

Anaphylaxis

On occasions people in the community have a severe and life threatening reaction to an ingested product. This is known as Anaphylaxis. Such reactions require use of an Epipen in an emergency. For this reason we ask that no food products are shared at school. We will also require an Emergency Action Plan completed by your General Practitioner and any medication for use during an Anaphylactic reaction. School staff are trained in the care of anaphylactic students including the use of Epipens. The consumption of nuts and nut by-products are discouraged at our school.



Health



Asthma & Other Chronic Illnesses

Some students require specific support in a health emergency such as an asthma attack. Please supply the school office with a Medical Action Plan, including a photograph of your child and all procedures and medication to be used if your child should require this intervention.

Medications at School

Parents/carers of students with conditions that require regular medication must ensure that the school is aware of the student's condition. The school must be informed if medications are brought to school. All medications are to be handed in at the school office by an adult. No medications are to be kept in school bags or uniform pockets. Parents/carers should timetable medication dosages out of school hours if possible. However, if it is necessary for prescribed medication to be taken during school hours, parents/carers must complete a form giving permission for administration staff to supervise the administration of the medication. The form must include specific instructions. If your child has a diagnosed medical condition (anaphylaxis or asthma), a doctor's action plan must be provided to the school.

Immunisation

When enrolling a child, parents/carers will be asked to provide an Immunisation History Statement. Parents can request an Immunisation History Statement by contacting the Australian Immunisation Register on 1800 653 809.

A child without an Immunisation History Statement will not be prevented from enrolling in primary school. Under the NSW Public Health Act 2010, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.



Road Safety



Parents can assist by reminding their children to observe traffic rules at all times. School rules for good behaviour apply when going to and from School.

Children who have to cross Kissing Point Road should do so at the School crossing which is supervised before and after School by the RTA Crossing Supervisor.

Traffic lights must be strictly obeyed. If lights are not working children should wait for adult assistance.

Parents are not permitted to drive in or park in School grounds at any time - this is for safety reasons.

A supervised "Kiss and Drop" zone operates in Satterley Avenue in the morning and afternoon for the collection of children.

Please do not park in the "Bus Zone" or across neighbours' driveways and observe the "No Parking" and "No Standing" signs. The local police and the Council Ranger patrol these areas and you will be fined.





Road Safety



Bicycles

In order for a student to ride their bicycle to School they will need to obtain a "Permission to Ride" which is issued by the School.

A student will need to:

- be 10 years old.
- have parental consent.
- wear an approved helmet.
- obtain their Bicycle Permission Form.

Parents must accept responsibility for their child riding to and from School. The children are encouraged to bring a bike-chain and padlock to secure their bicycle to the bike racks; however, the School cannot accept responsibility for the safety of bicycles.

Bicycles must never be ridden in School grounds (by students OR adults).





Road Safety



School Bus Information

Bus Passes: A School Opal Card for free bus travel is issued on application to any pupil in Kindergarten, Year 1 or Year 2.

Experience has shown that the majority of Kindergarten children lack experience in travelling alone on buses and so we recommend that a parent or an older sibling accompany them for at least a term.

A teacher supervises children who use afternoon School buses and the "Kiss and Drop" area until departure.

Students in Years 3 to 6 meeting the criteria for a School Opal Card may apply.

Presently, the criteria are that the child lives outside a radius of 1.6km from the School, or 2.3km by the most practical walking route to the nearest school gate.

If you live too close to be eligible for free travel, you may still qualify for an Opal Card, which offers travel on buses between home and school at a discounted rate for the whole school term.

How to Apply: -Complete application at transportnsw.info/school-students

-Transport NSW will mail the Opal Card to the address on the application.

Lost Property on Bus: If belongings are left/lost on the bus, parents will need to contact the bus company Office.

School buses are operated by:

Transdev NSW Pty Ltd P.O. Box 209 Georges Hall NSW 2198 Tel: 8700 0555





School Uniform



Online Ordering

Online ordering

Online ordering is available for all your uniform requirements.

- •download uniform order form or email your order directly to tpsuniformshop@gmail.com
- •fill out the order form
- •make payment to the bank account as indicated on the bottom of the order form
- •e-mail proof of payment and order form to tpsuniformshop@gmail.com before Tuesday evening of each week Your order will be delivered to your child's class on Wednesday morning.

Download our:

- •Uniform order form (PDF 109KB)
- •Uniform shop products and pricelist (PDF 73.4KB)
- Uniform photos (PDF 2.6MB)

Uniform shop co-ordinator

Jason Smylie

Phone 0424 189 405

Email jason@thesmylies.com.au









School Uniform



Make an Appointment at the Uniform Shop

Click here to book an appointment at the Uniform Shop.

The uniform shop is open every Wednesday morning between 8:30am and 9:30am in the Primary School. We are located underneath the Year 6 classrooms (the 2-storey building).

The uniform shop is the sole supplier of the girl's summer dresses & winter tunics, blouses, shirts, tracksuits, hats, and sports uniform.

We have a constant supply of second hand uniforms.

Cash & cheque are accepted (minimum purchase amount by cheque is \$10). Please make cheques payable to TPS Uniform Shop.

EFTPOS (debit cards and credit cards) available, however, surcharges apply.

Note: only VISA and Mastercard credit cards are accepted.



Parents & Community Groups (P&C)









PEC

Our P&C is a group of interested people that works to bring the school and the TPS community into close cooperation and supports the quality education of our children. Parent volunteers are elected to act as an Executive Committee; however the real strength of the P&C comes from the ideas, effort and energy of all the parents who make up the membership.

The P&C's objectives are to:

- Promote the interests of the school by fostering close co-operation between parents and the school;
- · Help provide facilities and equipment; and
- Promote the recreation and welfare of the students.

The achievement of these objectives is underpinned by fundraising throughout the year. Various events and activities are co-ordinated by the P&C and run by volunteers.

There are several ways to contact the P&C:

- · Leave a note in the P&C box at the office
- Come to a P&C meeting

Send an email to:

- General: info@tps-pandc.org.au
- President: <u>president@tps-pandc.org.au</u>
- Treasurer: <u>treasurer@tps-pandc.org.au</u>
- Secretary: <u>secretary@tps-pandc.org.au</u>

Parents & Community Groups (P&C)











Parental Involvement

At Turramurra Public School we recognise the partnership between the home and the School in educating our students. We believe that our parents can bring many skills and expertise to contribute to the quality of education at our school.

Each year parents participate in many School programs, such as:

- Assisting with reading programs
- Helping with maths tasks
- Participating in craft, music, art, sport and excursions.
- · Volunteering for various committees.

All these provide ways for parents to assist in and gain information about the education of their children.

Each class has "Class Parents" - parents who act as liaisons between the teacher and other parents. From time to time you may be contacted by your child's "Class Parent" with a request for your help.









Be Respectful

Be Responsible

Do Your Personal Best



