



CONFIRMATION OF ENROLMENT IN YEAR 7 2021 AND ORIENTATION INFORMATION

Friday 23 October 2020

Dear Parents and Carers,

Congratulations on your child's placement into Year 7 for 2021.

This letter is to inform you of important information regarding your child's transition into Year 7 at Alexandria Park Community School.

Orientation Day

Due to COVID-19 restrictions Orientation Day will be over three afternoons. It is essential you attend your allocated day. Parents/carers and students are welcome to attend. Parents will remain in the Milperra which is the undercover area inside the main entrance on Park Rd. Parents and caregivers will have the opportunity to complete enrolment procedures, purchase school uniform, meet the Principal and ask questions of the administration staff.

Students will be taken on a tour of the school and will participate in activities that will help them get to know the buildings and their teachers.

Please see below for your allocated Orientation afternoon.

Monday 30th November – All selective class students – 4pm – 5:30pm

Tuesday 1st December – Mainstream students with surnames beginning with A to L – 4pm – 5:30pm

Wednesday 2nd December - Mainstream students with surnames beginning with M to Z – 4pm – 5:30pm

You will receive an Orientation Information Package containing important information when you arrive on the day. This package will include a parent/carer information handbook and a student handbook.

We will be sending you more information regarding our Transition events soon. We will be holding taster lessons for all future Year 7 students so they will be able to participate in a mini lesson with some Alexandria Park Community School teachers.

We look forward to seeing you and your child on your allocated Orientation Day. If you have any questions regarding these arrangements, please contact 7 to 12 Deputy Principal, Louise Hawkins on 9698 1967.

Kind regards

Diane Fetherston
Principal



Alexandria Park Community School

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Important information for students in Year 7 and their families for 2021

Dear Parents, Caregivers and Students,

Student Return to School Dates:

Friday 29th January, 2021

Year 7 will start at 10.00 am

On the first day of school, all students are to report for assembly to the Milperra. At this assembly students will be provided with important information for commencement of the school year. Year 7 students will then be placed in class groups. These groups will change over the first week so that Year 7 students can get to know each other.

Holiday Opening Hours, School Administration Office – The Bunin

The school administration office will be open on the following days in the January holidays:

Thursday 21st and Friday 22nd January from 9.30am – 2.00pm.

Our office staff will be able to assist you with the purchase of uniforms and the payment of contributions and fees for Kindergarten to Year 12.

APCS Entry and Exit Points for 2021

The entry points for 7-12 students are the Bunin Gate, the Bus Bay Gate or the Belmont St Gate.



APCS Site Map



PBL (Positive Behaviour for Learning) at Alexandria Park Community School

Positive Behaviour for Learning, known as PBL is an evidence-based whole school systems approach that:

- addresses the diverse academic and social needs of every student to support them to be successful
- supports students in early childhood settings through to senior years of schooling
- enables schools to establish a continuum of supports that are intensified to meet the needs of every student
- is team driven, using a problem solving approach (data, systems and practices) that engages students, parents and all school staff
- establishes positive social expectations for all in the school community
- provides a framework for the school and its community to collectively support the wellbeing of every student.

**POSITIVE BEHAVIOUR
FOR LEARNING**
at Alex Park

BE A LEARNER

BE RESPECTFUL

BE SAFE



At Alex Park:

- students respond positively as they have been taught what is expected of them
- staff deliver consistent responses to student learning and behaviour
- students feel safe and cared for at school. Their parents, family and community are more involved in their school
- unproductive and challenging behaviour can be significantly reduced for most students.

Reward systems:

- at Alex Park, we use a reward system where students are given 'Deadlies' for showing the PBL values of 'be a learner, be respectful and be safe'
- Deadlies are accumulated by individual students and students are able to participate in 'achievers' excursions' if they reach a particular count of Deadlies
- Students may be given verbal praise, positive acknowledgement, merit awards or letter of commendation to reinforce the PBL values

Behaviour code for students

NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- 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
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- 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

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

School Contributions and Fees

Payments for school contributions and fees go directly back into purchasing resources for students to use in their classes such as textbooks, sports equipment, art supplies, technology etc. Please help to support our school and student learning by paying your school fees and contributions.

You can pay in person or on-line. Invoices will be posted to parents early in 2021. However, if you would like to pay your contributions or fees you can do this in person at the administration office using: cash, cheque, eftpos or credit card. Cheques are to be made payable to "Alexandria Park Community School".

To make online payments to the school via a secure payment page hosted by Westpac please follow these directions. Payments can be made using either a Visa or MasterCard credit or debit card. The payment page is accessed from the front page of the school's website, <http://www.alexparkcs-c.schools.nsw.edu.au/> by selecting "Make a payment".

School contributions for years 7 – 12	\$100.00 per student
Technology Support levy	\$50.00 per student
P & C donation	\$100.00

There are additional annual fees for specific activities that involve extra material costs.

Years 7 and 8	Technology	\$20
	Visual Arts	\$45
	Sport	\$25

BYOD

All students in Years 7 – 12 are required to bring their own computing device to school each day. A student provided personal computing device needs to meet the APCS **BYOD device specifications**. Students and Parents are responsible for ensuring the device brought to school meets all the requirements of the **BYOD device specifications**. A device which does not meet the Specifications will not be permitted access to the school networks and services.

APCS preferred device is the HP 11.5" Chromebook, available through the APCS HP website www.hpshopping.com.au/apcsbyod

The **BYOD device specifications** identify the minimum system requirements/ hardware specifications for student devices and also offer guidance on some suggested makes and models so that parents are fully informed about requirements to ensure that each student's BYOD enhances their learning. [https://alexparkcs-c.schools.nsw.gov.au/content/dam/doi/sws/schools/a/alexparkcs-c/e-learning/byod-policy/BYOD Recommended device specifications.pdf](https://alexparkcs-c.schools.nsw.gov.au/content/dam/doi/sws/schools/a/alexparkcs-c/e-learning/byod-policy/BYOD%20Recommended%20device%20specifications.pdf)

The personal device must be able to be brought to school every school day fully charged and be used solely by the student throughout the school day for educational purposes. Prior to bringing a personal device for the first time, students and their parents must read and sign the **BYOD Student agreement**, which sets out the responsibilities and expectations for use of the personal devices at Alexandria Park Community School. <https://alexparkcs->

c.schools.nsw.gov.au/content/dam/doi/sws/schools/a/alexparkcs-c/e-learning/byod-policy/student_agreement.pdf

Students must then use their device in accordance with the school's Cyber Safety Policy, the Department of Education and Communities' policy Online Communication Services: Acceptable Usage and their BYOD User agreement. https://alexparkcs-c.schools.nsw.gov.au/content/dam/doi/sws/schools/a/alexparkcs-c/e-learning/byod-policy/BYOD_policy_2019.pdf

Details of APCS BYOD device specifications, BYOD school policy and BYOD User Agreement are available from our school website: <https://alexparkcs-c.schools.nsw.gov.au/e-learning/byod.html>

2021 Equipment List

General requirements:	Pencil case	Stapler	Equipment that can be purchased at school	NESA – Endorsed Scientific calculator
	Ball point pens	Scissors		
	Ruler	Colouring pencils		

Course requirements	Stage 4 - Years 7 & 8	Course/equipment fees
ENGLISH	2 A4 exercise books, colouring pencils, scissors, glue, highlighters, USB flash-drive, BYOD	
MATHEMATICS	1 A4 grid OR exercise book (approx. 92 pages); geometry set, NESA approved scientific calculator (Casio fx-82AU Plus recommended. Available from Buckland St office for \$22).	
SCIENCE	1 A4 exercise book approx. 256 pages, USB flash drive, BYOD	
GEOGRAPHY	1 A4 exercise book approx. 256 pages, scissors, glue, geometry set, highlighters, USB flash-drive, BYOD.	
HISTORY	1 A4 exercise book approx. 256 pages, highlighters, USB flash-drive, BYOD.	
LANGUAGES	1 exercise book, A4 display folder	
TECHNOLOGY	USB flash drive, A4 display folder	
PDHPE	1 A4 exercise book approx. 96 pages, sports uniform – sport shoes, sport shorts and/or tracksuit, sports uniform, hat.	
MUSIC	1 music book with lined paper and manuscript lines in the middle of the book (exercise book size), headphones/earphones	
VISUAL ARTS	A4 art diary, 2B pencil	
SPORT	Sport uniform – sport shoes, sport shorts and/or tracksuit, sports T-shirt, hat; Some sports will cost money for travel and venue	

ALEXANDRIA PARK COMMUNITY SCHOOL HIGH SCHOOL UNIFORM

High School Uniform - Years 7 to Year 12

- APCS white with blue sleeve polo shirt OR a white school shirt if wearing the tie
- Navy or black shorts, pants, skirt or skort – shorts and skirts are to be worn to a modest and reasonable length for school attire
- Navy blue Jumper or jacket with school logo
- School Tie (optional)
- Black school shoes
- Navy or white socks or stockings

The High School Sport uniform

- APCS red polo shirt with logo
- Navy or black shorts, or track pants
- Sport shoes and socks

These items are NOT school uniform

- Hoodies
- Tights
- Jeans
- Non-APCS jumpers, cardigans & pullovers
- Non-navy pants or shorts.
- Tops or pants with random logos

The Uniform Shop

Our uniform shop, located on the Park Rd Building, is also open each school day 8.30am- 10.30am. You are welcome to come any day that suits you to purchase uniforms for 2020.

Item	Cost	Items not sold at school
School Polo Shirt – White	\$35	White Button Shirt
Sport Polo Shirt – Red	\$35	Navy or Black Shorts, Pants, Skirt, Short
School Jumper	\$35	Navy or White Socks
School Jacket	\$35	Black Shoes
School Tie (optional)	\$25	



**Uniform shop is located at the Bunin Reception on Park Road
Open from 8.30am – 10.30am Efpos & cash available
Monday to Friday**

External Visitors to School Site form

For visitors providing a service to the school during school hours

Before external visitors are allowed on a school site to perform a service to the school, they must provide a signed copy of this form to the school principal. This form acts as evidence that the visitor is aware of, and will abide by their obligations to comply with the health advice of the day, including hygiene and distancing requirements. The visitor must provide personal contact information to the school to be used in an emergency or when performing contact tracing if required.

- **Stay at home when unwell.** Do not attend the school site if you are unwell.
- **Practise good hygiene when on the school site.**
- **Wash your hands regularly and thoroughly.**
 - Wash your hands or use hand sanitiser on arrival to the school and between providing support to students. Implement hand hygiene practices at regular intervals throughout your visit to the school.
- **Maintain respiratory hygiene.**
 - Cover your cough or sneeze through coughing or sneezing into your elbow or tissue, and then disposing of tissues immediately. Always wash your hands after you have coughed, sneezed or blown your nose.
- **Avoid shaking hands.** Adopt non-contact greetings.
- **Maintain physical distance.**
 - Maintain physical distance from other people while on the school site. In particular, maintain a physical distance from adults at the school and limit physical contact with students.
- **Implement cleaning protocol for shared items.** (where relevant)
 - Any tools or equipment that will be used by staff or students must be cleaned before use.
 - Equipment that will be shared between groups of students should be cleaned between each use.
 - Equipment that cannot be cleaned should not be shared and must be disposed of between each use.
 - Equipment that is exposed to any bodily fluids must not be shared and must be cleaned and disinfected between each use.
- **Use personal protective equipment (PPE) (where relevant)**
 - If there is a risk of exposure to bodily fluids, suitable PPE must be worn while conducting the activity or task.
- **Keep our school environment clean (where relevant)**
 - Schools maintain a clean working and learning environment. Working and learning spaces should be left clean and tidy. Any high touch surfaces or work spaces areas should be wiped down following use with a suitable cleaning product.

Acknowledgement from visitors on health and hygiene measures at our school:

- I am well and have no signs or symptoms of flu like illness.
- I have provided my personal contact information to the school so I can be contacted where appropriate.
- I have reviewed the most recent AHPPC Guidelines and NSW Health advice on COVID-19 and can confirm that I can comply with the requirements outlined.
- I have reviewed the current NSW Public Health Orders and I understand the current requirements and directions in place for hygiene and physical distancing.
- I confirm I have reviewed the safety and hygiene measures in place at the school and I agree to follow and implement these requirements.

Print Name

Phone and email

Signed

Date