

ALEXANDRIA PARK COMMUNITY SCHOOL

Park Road Alexandria 2015
phone +61 2 9698 1967
email alexparkcs-c.school@det.nsw.edu.au
web www.alexparkcs-c.schools.nsw.edu.au



Dear Parents, Carers and Students

Important information for students in years K – 6 and their families for the 2020 school year

Students return to school dates

	Monday 27/1/20	Tuesday 28/1/20	Wednesday 29/1/20	Thursday 30/1/20	Friday 31/1/20	Monday 3/2/20
Kindergarten 2020	Public Holiday	Staff Development Day	Best Start Assessment	Best Start Assessment	Best Start Assessment	First Day of School Year
Years 1-6 2020		Staff Only No students attend school on this day	First Day of School Year			

- If your child is in Kindergarten in 2020 your child will begin school in Week 2 on Monday 3rd February at 9am.
- If your child is in Year 1 to 6 in 2020, your child will begin school on Wednesday, 29th January at 9am.

Before school procedures on your child's first day in 2020

- When students arrive to school on their first day back for 2020, they should come to the COLA. Students will line up in their 2019 classes, will be met by their 2019 teacher.
- In 2020, the K-6 school day commences at 9am and finishes at 3pm. Primary school students should arrive to school between 8:40am and 9:00am. No primary students should be on the school site and unsupervised before 8:40am. A teacher will be on duty from 8:40am. Any students arriving to school prior to 8:40am must be supervised by a parent/carer.
- Students attending before school care should arrive with a parent/carer after 7am and proceed directly to Camp Australia.
- On arrival to school, students are reminded that prior to 9am is a time for passive play under the COLA and on the primary basketball court only. This includes sitting and talking to friends and passive, quiet games. No balls should be kicked, passed or thrown and no running games are to be played. This ensures the safety of all community members in our playground before school. The high school basketball court and play equipment are out of bounds before school but will be used by primary students during break times. High school students have different break times to primary school students.
- As we begin the 2020 school year, we will be finalising new enrolments. Once we have an accurate understanding of student numbers, we will be able to begin the process of forming classes. When forming classes, we take into consideration the social and academic needs of each individual student, and how students may work together with others. This is an important process that we spend some time completing, to ensure that full consideration is given to how the classes are formed.

After school procedures

- Students in Years 1-6 will be brought to the COLA by their teachers to be dismissed.
- Parents should notify teachers when picking up their child
- Students attending 'kiss and ride' will be escorted by a staff member to gate 4 to support the process of car pick ups at the school bus bay.
- Students who are walking home independently should leave straight after school.
- Students travelling on any bus should go directly to the Cockatoo wall art near the COLA and wait for the duty teacher to escort them to the bus bay.
- Students attending after school care will be met by Camp Australia under the COLA (which will be communicated to parents at the start of the school year).
- Students attending The Settlement meet their teachers under the COLA.

School administration office - holiday opening hours

The school administration office, located just inside gate 3 (near the Park Rd cul-de-sac) will be open on **Thursday 23rd, Friday 24th and Tuesday 28th January from 9.30am-2.00pm**. Office staff will be able to answer any administrative questions you have during this time. Our office staff will also be able to assist you with the purchase of uniforms and the payment of contributions and fees for Kindergarten to Year 12.

Bicycles and Scooters at school.

It is great to see many students (and parents) who ride their bikes or scooters to and from school. Also students who walk to school. In this way physical activity is seamlessly integrated into the school day. There have been some concerns around the safety of riders and of their bikes and scooters. We have introduced some improvement measures to accommodate more scooters and to make the property safer.

Riders who bring their bicycles and scooters and skateboards onto school grounds, are responsible for safe riding behaviours

- Students are to always correctly wear an Australian Standards approved helmet when riding.
- Students must always ride in a safe manner following these guidelines and the NSW road rules relating to bicycles.
- Bicycles and scooters are not to be ridden in school grounds during or after school hours. All riders, students and adults are to dismount before entering the school grounds and walk their bikes or scooters with them whilst on the school grounds.
- Storing their bike or scooter in the correct manner in the appropriate storage area.

Parents and carers are responsible for:

- the maintenance of their child's scooter or bike ensuring that they are in good, safe working order.
- ensuring their child is wearing adequate protective gear, including a helmet, knee pads, wrist guards, elbow guards as required
- reinforcing the rules and safety advice for riding scooters and bikes to and from school, as outlined in this information report and RTA advice brochures.

Storage of bikes and scooters.

Years K – 4 have bike and scooter racks near the lift at staircase 4.

Years 5 and 6 scooters are stored outside Ms Fetherston's office.

Year 5 and 6 & High School students use the bike racks near the high school canteen.

Scooters, skateboards, helmets and protective gear are brought and stored at school at the owner's risk.

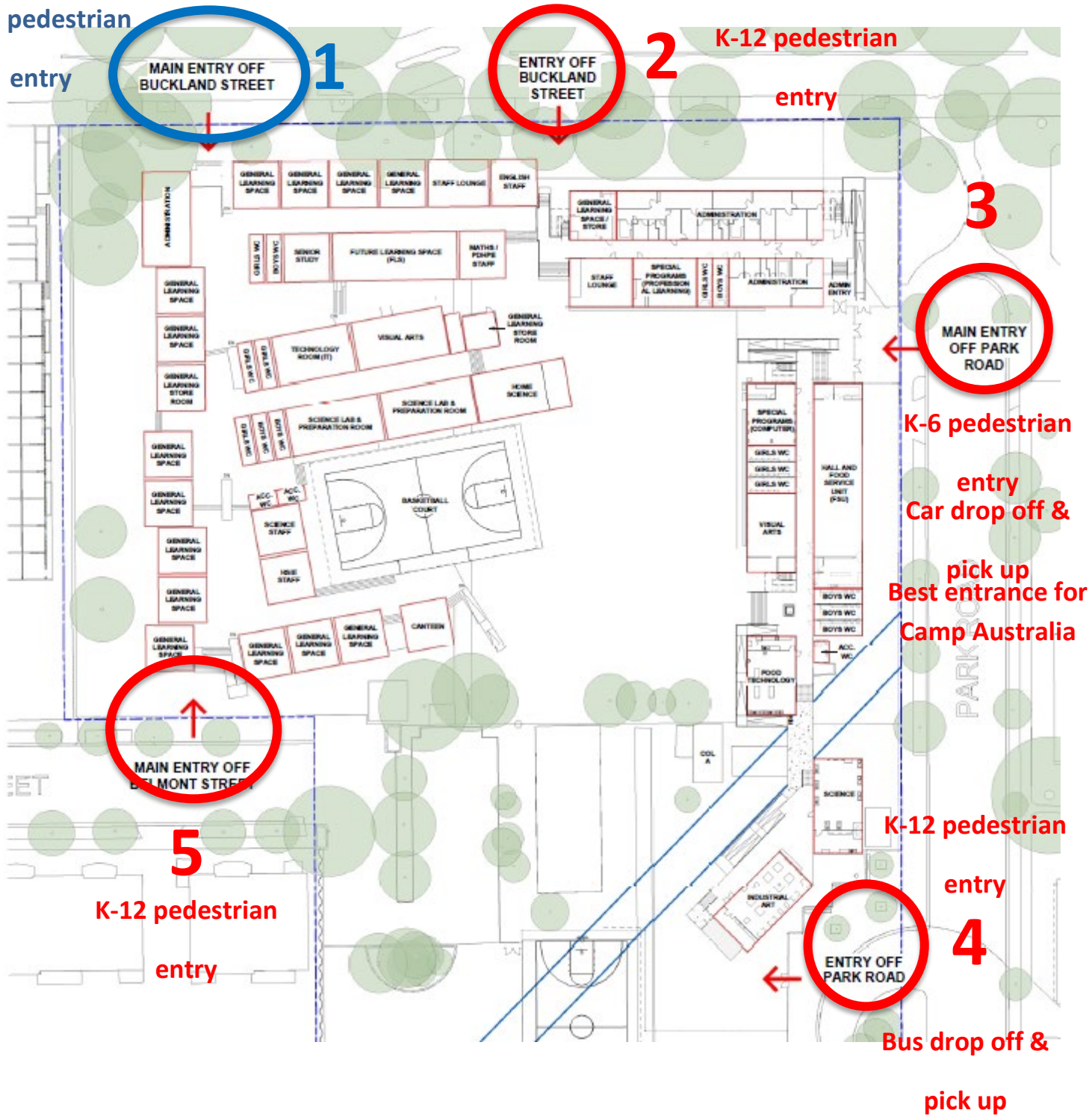
BIKES AND SCOOTERS ARE NOT TO BE RIDDEN INSIDE THE SCHOOL BY TEACHERS, PARENTS, STUDENTS OR VISITORS.

7-12 pedestrian

K-12 pedestrian

entry

entry

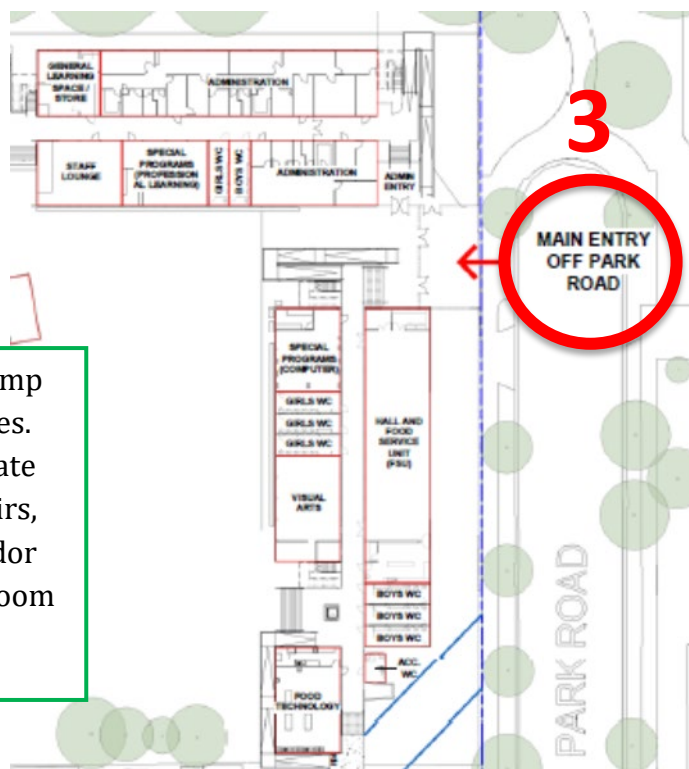


Entry/exit point descriptions:

- **Gate 1:** *Main entry for high school* (Years 7-12 administration entrance on Buckland St). No primary students should access the school site via this entrance.
- **Gate 2:** Buckland Street pedestrian entry and exit. Primary students who walk to and from school may use this gate.
- **Gate 3:** *Main entry for primary school* (K-6 administration entrance on Park Rd). This gate is also the most convenient gate for accessing Camp Australia (before and after school care).
- **Gate 4:** Bus bay and kiss and ride entry and exit. Primary school students who travel on bus transportation or kiss and ride use this gate.
- **Gate 5:** Belmont Street pedestrian entry and exit. Primary students who walk to and from school should use this gate. This gate should not be used for car drop off and pick up (this should occur through gate 3 on Park Rd).

Before and after school care, run by Camp Australia

Before and after school care will be located on the second level of the Park Rd wing of the Park Building (see map below). If you would like information about after school care please visit the Camp Australia website www.campastralia.com.au



Indicative location of Camp Australia's main premises. This is on Level 1. Use gate 3, go up one flight of stairs, turn left along the corridor and it will be the third room on the left.

Primary school uniform for Kindergarten to Year 6 students



Students of Alexandria Park Community School are expected to wear full school uniform. The Parents and Citizens Association support this policy. It is an important part of our school's "**Code of Behaviour**", which was introduced after extensive consultation with students, parents, teachers and community groups.

The wearing of a school uniform:

- ✓ Advances strong community pride
- ✓ Promotes a positive school spirit
- ✓ Develops teamwork
- ✓ Is fair for all students
- ✓ Supports a safe and happy school
- ✓ Helps our community to recognise our students

All students are to wear full school uniform every school day. This presents a positive school image outside of the school and contributes to a shared school identity within.



	School Shirt	School Jumper	School Jacket	Navy Shorts
				
Navy pants	Navy skirt/skort	Navy socks	Black shoes	School hat

School uniform description

- APCS Red with blue sleeve polo shirt
- Navy shorts or navy pants or navy skirt or navy skort – shorts and skirts are to be worn to a modest and reasonable length for school attire.
- Black school shoes
- Navy socks or stockings
- Navy blue Jumper or jacket with school logo

These items are NOT school uniform

- Coloured or non-school hats and caps
- Hoodies
- Non APCS Jumpers, cardigans and pullovers
- Tights
- Jeans
- Non-navy pants or shorts
- Tops or pants with random logos

The Uniform Shop

Please go the school office to purchase uniforms. It will be open on Thursday 23rd, Friday 24th and Tuesday 28th January from 9.30am-2.00pm. It is also open school days from 8.30 – 10.30am.

School contributions and fees

Please pay your school contributions for 2020 at the beginning of the school year. 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.

2020 yearly contributions and fees:

- Kindergarten to Year 6.....\$50
- Technology Levy.....\$50
- P&C donation.....\$100

You can pay in person or online:

- 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](#)

Financial assistance

If you are experiencing any financial difficulties please contact the Principal, Ms Fetherston to arrange for a confidential discussion.

Student equipment lists for 2020

Please find the student equipment list for your child's grade included with this note. It would be greatly appreciated if all students could have the relevant equipment organised and ready to bring to school for their first day of school in 2020.

Food breaks & healthy eating

At Alexandria Park Community School there are two food breaks for K-6 students.

Lunch 11.00am – 11.50am (this includes supervised eating time inside classrooms from 11:00am – 11:10am)

Afternoon Tea 1.50pm – 2.15pm (this includes supervised eating time inside classrooms from 1:50pm – 1:55pm)

All students are encouraged to eat a healthy and nutritious lunch and afternoon tea snack. This includes plenty of fruit and vegetables. Students should bring a refillable drink bottle with them to school every day, which can be refilled at one of the many bubblers or drinking fountains in the playground. Please minimise packaged food, which contributes to waste problems and can be difficult for younger students to open.

To find out more information on nutritious food choices for children at school, visit the following website: <https://www.healthykids.nsw.gov.au/teachers-childcare/nutrition-high-school/high-school-nutrition-guidelines.aspx>

Playground Spaces

During lunch and afternoon tea breaks, students will be able to make use of the following playground spaces at various times:

- Play equipment (1 & 2)
- Basketball court (High School and Primary)
- COLA
- Park rd
- Co Teach space (rotating stages)

School canteen

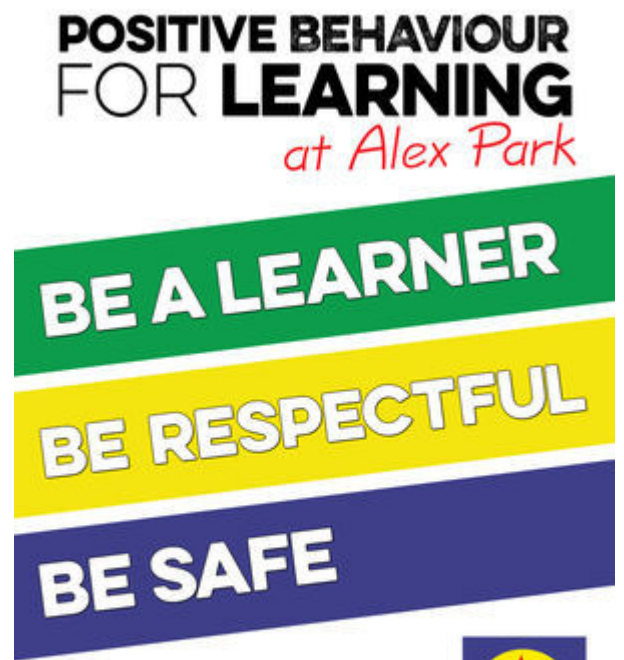
The school canteen operates 5 days per week. The canteen will operate under the guidelines of the NSW Department of Education *Nutrition in Schools* policy which can be found by visiting the following link: <https://education.nsw.gov.au/policy-library/policies/nutrition-in-schools-policy>

You can order in person at the canteen before school, or online by registering with Flexischools - <https://flexischools.com.au/>

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.



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 the annual PBL carnival
- Students may be given verbal praise, positive acknowledgement, merit awards or a PBL sticker to reinforce the PBL values



BEHAVIOUR CODE FOR STUDENTS

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

