

# ALEXANDRIA PARK COMMUNITY SCHOOL

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Monday 9<sup>th</sup> December 2019

Dear Parents and Carers,

The information that follows will assist Kindergarten 2020 parents with the organisation for students starting school in 2020.

## Students return to school dates

	<b>Monday 27/1/20</b>	<b>Tuesday 28/1/20</b>	<b>Wednesday 29/1/20</b>	<b>Thursday 30/1/20</b>	<b>Friday 31/1/20</b>	<b>Monday 3/2/20</b>
<b>Kindergarten 2020</b>	Public Holiday	Staff Development Day	Best Start Assessment	Best Start Assessment	Best Start Assessment	First Day of School Year
<b>Years 1-6 2020</b>		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 3<sup>rd</sup> February at 9am.
- If your child is in Year 1 to 6 in 2020, your child will begin school on Wednesday, 29<sup>th</sup> January at 9am.

## **Best Start**

Best Start appointments will be conducted on the first three days of the school year. The assessments are conducted by Kindergarten teachers on Wednesday 29<sup>th</sup>, Thursday 30<sup>th</sup> and Friday 31<sup>st</sup> January. Attached to this letter is your child's appointment time. These appointments usually go for about 40 minutes and are a great opportunity for the Kindergarten teachers to get to know your child. Parents are required to bring their child to the school and wait whilst their child completes Best Start.

## **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 23<sup>rd</sup>, Friday 24<sup>th</sup> and Tuesday 28<sup>th</sup> January from 9.30am-2.00pm. Office staff will be able to answer any administrative questions you have during this time.

## **The Uniform Shop**

Please go to the school office to purchase uniforms. It will be open on Thursday 23<sup>rd</sup>, Friday 24<sup>th</sup> and Tuesday 28<sup>th</sup> January from 9.30am-2.00pm. From Wednesday 29<sup>th</sup> January it is also open all school days from 8.30 – 10.30am.

## **Full School Uniform**

Students should wear full school uniform every day.

## 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.

 <p><b>APCS Primary School Uniform Kindy to Year 6</b></p>				
	<p><b>School Shirt</b></p> 	<p><b>School Jumper</b></p> 	<p><b>School Jacket</b></p> 	<p><b>Navy Shorts</b></p> 
<p><b>Navy pants</b></p>	<p><b>Navy skirt/skort</b></p>	<p><b>Navy socks</b></p>	<p><b>Black shoes</b></p>	<p><b>School hat</b></p>

### ***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

## School Hours in 2020

School hours for Kindergarten to Year Six students in 2020 will be from **9.00am -3.00pm**.

The playground is supervised in the mornings from 8.40am.

## First Day for all Kindergarten Students

**Monday 3<sup>rd</sup> February 2020, 9:00 am-3:00 pm.**

Please make your way to the Primary School Hall to be greeted by Mrs Lade and Ms Fetherston. Here you can take 'First day of School' photos and you will be informed of your child's class and teacher. Immediately following photo time, parents should take their child to their classroom on the 1<sup>st</sup> level to drop them off for the day. We encourage parents to promptly leave this area to help their child transition to class time calmly. Between 9:30-10:00am parents are then invited back to the Primary School Hall for coffee and biscuits and "Tears and Tissues".



## Morning Organisation for Kindergarten Students on Regular Days of School

A teacher is on duty in the playground from 8:40am and students are discouraged from arriving any earlier than this time. We would like all kindergarten parents to stay with their child until 9:00am to support them in getting used to school arrival procedures. At 9:00am parents are to then accompany their child to their classroom to drop them off to their class teacher.

Students are to engage in passive play prior to 9am activities. This includes sitting and talking to friends under the COLA or on the primary basketball court. No student is to play on the equipment before school.

Later in the term, Kindergarten students will transition to lining up under the COLA with other classes for the morning assembly. You will receive a note notifying you of this change to routine when it occurs.

## Afternoon organisation for Kindergarten students at 3.00 p.m.

At the end of the day, parents collect their child from the classroom. Parents will fill out a pick-up arrangement form during their Best Start appointment to inform teachers of pick-up arrangements. If there is a change in your pick-up routine, you must notify your child's teacher via a phone call to the school office. Students are not permitted to wait or go home with their friends' families without prior notification. Thank you for your assistance in keeping our students safe.

## Before and After School Care, run by Camp Australia

Students attending before school care should arrive with a parent/carer after 7am and proceed directly to Camp Australia located in the Primary Hall in the mornings.

At the beginning of the year, Kindergarten students booked into the service for after school care will be collected by Camp Australia staff from their classrooms. For more information about after school care please visit the Camp Australia website [www.campaustralia.com.au](http://www.campaustralia.com.au)

### **Additional Afternoon Organisation Procedures**

Students at APCS are otherwise able to utilise other after school pick-up routines. Please ensure class teachers are aware of your child's afternoon schedule.

- 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.
- Kindergarten students who are walking with a sibling should be collected by their sibling from your child's classroom and leave straight after school.
- Students travelling on a bus will be collected by a teacher to escort them to the bus bay.
- Students attending 'The Settlement' meet their teachers under the COLA.

### **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.**

### **Attendance and Punctuality**

It is important for students to arrive on time every day. All students arriving late should be signed in at the school office. All absences should be explained with a written note and given to the teacher. Parents can also phone or email notification of absences to the office. If your child is absent due to illness please provide a medical certificate where possible.

### **Equipment**

As listed on the equipment list issued. All other required equipment is supplied by the school.

Please send with your child on the second or third week of school.

## **A Sun Hat**

Alexandria Park is a Sun Safe school and has a “No Hat, Shade Play” policy. It is important that your child wears a school hat which is clearly labelled with his or her name.

## **School contributions and fees**

**Kindergarten 2020 parents should please pay school contributions for 2020 any time after Monday 3<sup>rd</sup> February.** 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.

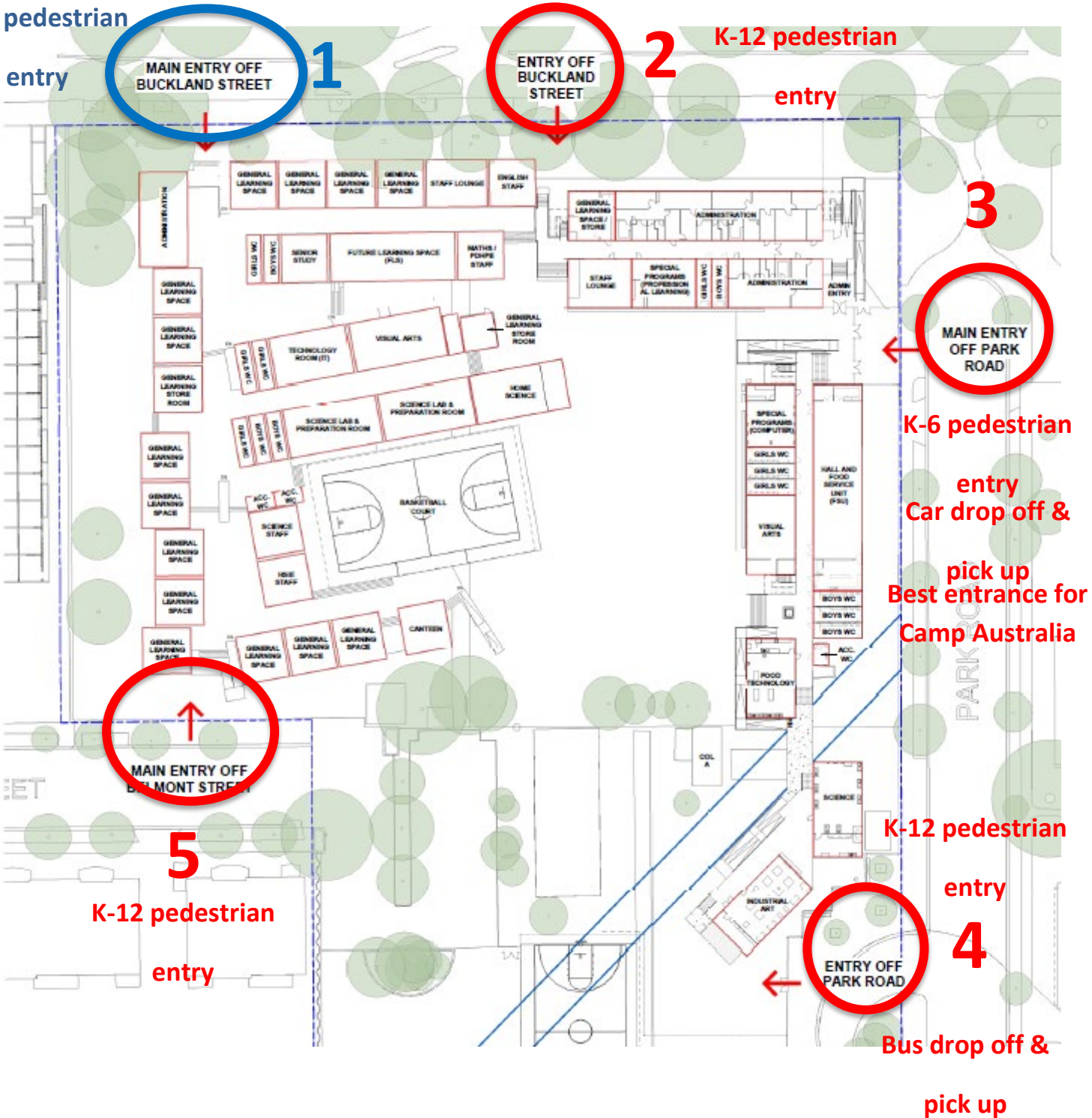
2020 yearly contributions and fees:

- 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.

7-12 pedestrian



**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).

## Food Breaks and Healthy Eating

At Alexandria Park Community School there are two food breaks for K-6 students. High School break times are at different from 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. All students are encouraged bring a refillable water bottle to drink water throughout the day. Water fountains are also available 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>

### School canteen

The school canteen operates 5 days per week at lunchtime (1<sup>st</sup> break) ONLY. The canteen operates 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>

### Playground Spaces

During lunch and afternoon tea breaks, students will be able to make use of the following playground spaces at various times. For the first 3 weeks of school Kindergarten students are restricted to Play Equipment 2 during break times to help transition them to playground spaces.

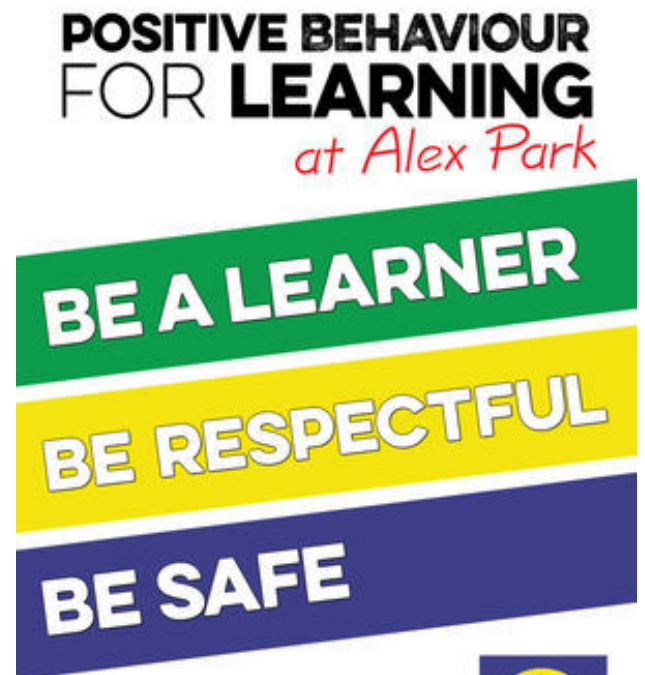
During the first few weeks of school Year Six Buddies sit with Kindergarten students at lunchtime and support them while on the playground.

- Play equipment (1 & 2)
- Basketball court (High School and Primary)
- COLA
- Park Rd
- Structured Activities eg. gardening, playroom, craft, quiet games

## 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

If you have any questions please don't hesitate to contact the school.

Yours sincerely

Diane Fetherston  
Principal