

Vardy's Road Public School

Information Book



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Welcome to Vardy's Road Public School

School Mission

To create a caring environment where staff, students and parents are valued and respected and where quality education is provided for all students.

Vision

That all students attain their academic and creative potential and develop interpersonal skills that will enable them to contribute responsibly to a changing society.

Our school is about people – students, teachers and parents working in cooperation with the aim of achieving the satisfying task of educating all students. We will endeavour to keep you informed of all school activities and events. You can be well assured that every effort will be made to ensure the opportunities are provided for every student to attain the best possible educational outcomes.

Opportunities are provided throughout the year for you to meet your child's teacher and to discuss your child's progress. However, should you wish to arrange an interview at any time, please telephone the school on 9624-3051, 9624-3144 or send a note so that a mutually convenient time may be arranged. By arranging appointments we can minimise classroom disruptions.

As parents and teachers we need to see ourselves as partners responsible for each child's learning. While the lines of communication are open we are better equipped to deal with each student's individual needs.

Amanda Connelly
Principal

Our School's Purpose

Our school strives to present all students with a curriculum which is both relevant and challenging and one which promotes their intellectual, aesthetic, moral, social, emotional and physical development.

It is most important that students achieve to their fullest potential in the basic curriculum areas.

They need to be able to:

- Communicate effectively through speaking, listening, reading and writing
- Use mathematical processes competently. Students need to develop skills in dealing with the strands of number, space and geometry, measurement, patterns and algebra, data and working mathematically. Links are extended to include computers and calculators whereby these are perceived to be another tool of learning.
- Obtain knowledge and develop skills of inquiry, investigation and problem solving
- Use a variety of technology to enhance their learning, giving them the skills to prosper in 21st Century learning

Students will:

- Gain essential knowledge and understanding about the natural environment as well as the links between the past, present and future both for Australia and the rest of the World.
- Express their ideas and feelings in visual arts, music and movement
- Develop an active and healthy lifestyle

Our school and staff constantly recognise and encourage the pursuit of excellence in all areas of academic, sporting and cultural endeavour.

We are able to achieve these goals through the provision of a safe, secure, ordered and caring environment which is conducive to working and learning, one in which students are valued as individuals with rights and responsibilities. Students are guided in the development of a positive self-concept while at the same time being encouraged to consider the rights and feelings of others.

Attendance at School

Some common questions asked by parents are:

Do I have to send my child to school?

Yes - All children are required by law to attend school between the ages of 6 and 15 years.

When does attendance become important?

Attendance is important from the first day. If the basic skills are missed in the early years of school, children find it much more difficult to learn concepts in later years.

Do I have to send my child every day?

Yes - It is important that children come to school every day, this includes sports and swimming carnivals, as well as excursions.

It is important for children to develop good attendance habits and patterns as it has been shown that poor attendance in Primary School leads to worse attendance at High School and later on in the work force.

When may my child be away from school?

The Department of Education and Communities view these reasons as acceptable:

- the child is too sick to leave the house
- the child has an infectious disease like chicken pox, measles, mumps etc
- the child is incapacitated by injury preventing movement around the school
- religious commitment or family annual holiday by arrangement with Principal or Assistant Principal
- Dental and doctor's appointments should be made after school whenever possible

What effect does non-attendance have on my child?

Research has shown that one day off is equal to 3 days off because of the catching up that needs to be done as well as the present day's work. So, a child who is absent for 10 days, may have fallen 30 days behind the rest of the class.

What if my child has to have the day off school?

- That's okay - as long as the reason comes under "acceptable excuses"
- Send a note on the first day back to explain the reason for absence (it is a legal requirement that absences be covered by a written excuse)
- If your child arrives late (partial absence) a note is also required
- If the absence is likely to be more than 3 days let the school know in advance

What if my child arrives late to school or needs to leave early?

Students needing to leave during normal school hours

Parents must obtain an early release slip from the front office. This is then given to the class teacher by the parent and the child may leave early.

Parents will need to sign an early release slip when collecting children from sickbay.

Late arrivals

All students should arrive to school by 8.55am and proceed to the appropriate assembly area. Students arriving late are to report to the front office with their parents to obtain a late pass. Parents are to notify the office as to why their child is late. This is recorded on the late slip that is given to the class teacher. A student arriving late to the classroom is disruptive as lessons will be underway.

Home School Liaison Officer

The Home School Liaison team is employed by the Department of Education and Communities to assist with attendance matters within Primary and High Schools.

It is the Officers' duty to:-

- be the contact person between the home and the school in an attempt to improve attendance at school
- encourage favourable attendance practices of students
- identify and rectify school-based and/or home-based factors contributing to non-attendance
- minimise truancy, fractional truancy and other unacceptable absences

If students do not attend school regularly, they will not learn effectively and will not achieve results that they are capable of.

Students who do not attend school and who are between 6 and 15 years of age are breaking the law.

Communication

School Details

Address: Vardy's Road Public School
Vardy's Road
Kings Langley NSW 2147
Phone: 9624 3051
Fax: 9838 7048
Email: vardysroad-p.school@det.nsw.edu.au

Office Hours: 8.30 am to 3.15 pm

School Newsletters

Our newsletter, Vardy's Voice, is emailed fortnightly and is an excellent form of communication.

Permission Notes

Permission notes are sent home as a hard copy and are also available on our website.

Money which needs to be sent to school should always be in a sealed envelope which is provided with each permission slip. Please write your child's name, class, purpose for money and amount enclosed on an envelope and seal carefully. This will ensure it goes to the front office in case it is dropped in the playground. Your child should be encouraged to give their envelope to the office.

School Website

www.vardysroad-p.schools.nsw.edu.au

The school website provides important information about our school as well as providing a calendar of events. Students' surnames are never published on the website, nor are names associated with photos used. Parents must notify the school in writing if they do not want their child to have access to the DET internet and email facility.

Assessments and Reports to Parents

Student reports are focused on individual achievement and progress.

Reports are a reflection of student performances measured against a set of specific outcomes. Reports are sent home twice a year at the end of Terms 2 and 4.

Interview with teachers

Formal interviews are conducted at the end of Term 1. This is an opportunity for parents and teachers to meet formally and discuss student progress, set goals and future directions for the year.

We do ask parents NOT to interrupt teachers while in classrooms or on playground duty as they have duties and supervisory responsibilities. If you are concerned about any area of your child's education, you may contact the school and arrange for an interview with the class teacher during their release time.

Any other problems regarding your child, you are more than welcome to contact the Assistant Principal supervising the grade, or the Principal. Remember, a problem is much easier to solve while it is still small.

The school phone number is: **9624 3051**

Release from Face to Face Teaching (RFF)

Each teacher receives two hours per week release from face-to-face teaching. The RFF teachers taking the classes during this time carry on the normal timetable program or teach a specialised subject such as science and information skills. The Principal decides which subjects are to be taught according to the needs of the school and the expertise of the teachers available.

During the two hours, the teacher on release is involved in curriculum development, staff development, programming, parent interviews and other activities that are able to be carried out more easily when not actually face-to-face with a class.

Health Issues

Immunisation

The Department of Health recommends that all children entering school be fully immunised before coming to school. Students should be immunised before attending school.

Immunisation is available from your family doctor or medical centre. If your child has been immunised, an Immunisation Certificate is issued by your doctor and will be requested when a child starts school or when they turn 5.

The school should be notified immediately if a child has been infected with measles, mumps or whooping cough. This information will be passed onto the school community and students who have not been immunised should stay at home.

Medication

In extreme circumstances where students are required to take medication at school, the following procedures must be followed:

- Medication, *in the original packaging*, is handed to the School Administration Manager at the office
- Medication must be clearly labelled with the child's name on it
- Written instructions should clearly outline dosage and time for the medication to be given to the child
- When a child requires regular medication special arrangements must be made. In some cases, Health Care Plans are developed in consultation with parents and departmental personnel. Please contact the Principal to discuss and make suitable arrangements.

No medication (with the exception of Ventolin puffers) is to be left in the child's school bag for obvious safety reasons. No medication will be given to a student without written permission from parent/caregiver.

We are not permitted to give aspirin, Panadol or disprin unless specifically prescribed by a doctor and we have written permission from the parent or caregiver.

The Director-General of School Education has informed us that bronchodilator puffers containing Ventolin, Respolin or Bricanyl (available from chemist without prescription) are safe for children to carry on their person.

No medication will be given without proper authority.

Sick or Injured Students

Parents are requested to provide a home and/or work number as well as an emergency contact number where someone may be contacted in the event of sickness or illness. In cases of an emergency, if a parent cannot be contacted action will be taken to safeguard a child's welfare. The school is in the N.S.W. Ambulance Fund.

It is vitally important that any change of information e.g. phone numbers or addresses be given to the school immediately in case of an emergency.

Health Commission Regulations Concerning Infectious Diseases

Disease	Minimum Period of Exclusion from School
Chicken Pox	Exclude until fully recovered - for at least five days after the first spots appear
German Measles (Rubella)	Exclude until fully recovered - for at least six days after the rash appears
Hepatitis (Viral Hepatitis Type A)	Exclude until all symptoms have disappeared or until a doctor issues a certificate of recovery. For at least seven days from the first signs of jaundice.
Measles	Exclude for at least five days from the appearance of the rash
Mumps	Exclude until fully recovered - for at least seven days after the swelling occurs
Scarlet Fever	Exclude for at least seven days after symptoms have subsided or until a medical certificate of recovery is produced
Impetigo (Scabby Sores)	Doctor should be consulted. If sores are being treated and are properly covered by a clean dressing, children are allowed to attend school. If they are not covered and are on exposed parts of the body exclusion is necessary until sores have healed.
Pediculosis (Head Lice)	Exclude until the hair is free of nits. Hair should be treated with anti-lice lotion or shampoo. (It is important to follow instructions on the container.)
Ringworm	Exclude until appropriate treatment has begun. The school may ask for a medical certificate to say this has happened.
Conjunctivitis	Exclude until discharge from eyes has cleared
Whooping Cough	Exclude for three weeks from onset of whoop; except that the period of exclusion may be less than three weeks if there is no whoop and a medical certificate is produced.

Head Lice

All students should be checked for head lice on a monthly basis. Head lice are spread through direct head to head contact. Vigilance in detecting head lice and prompt treatment by everyone is the only way schools can manage the head lice problem.

Brochures on how to treat hair for head lice are available at the front office. A note will come home to parents/caregivers when someone in your child's class has reported a case of head lice.

Extra Curricular Activities

Visiting Performances - Incursion

During the year, groups of artists may be invited to perform at our school. Performances may cover drama, music, dance and other cultural activities.

We try to make sure that the performances are of high quality and suitable to the children's interests and age group. These shows provide an excellent introduction for the children to the world of theatre, human creativity and expression.

School Excursions

During the year excursions will be planned to give the students a broader understanding of work undertaken in class. The Department of Education and Communities recognises and recommends school excursions as an integral part of each child's development and education. Every excursion is carefully organised and supervised with each child's safety uppermost in our minds at all times. School excursions are an important part of the curriculum for every class. They provide first-hand, real life experiences, which we cannot always bring into the classroom. They are important in developing children's knowledge of the world around them and in extending their language ability.

We seek your support and cooperation for all excursions. Permission notes are required for all excursions. These notes must be signed by parents/caregivers before a child is permitted to attend an excursion. A Student Assistance Fund is available to ensure that no child is disadvantaged educationally.

If there are extenuating financial circumstances please contact the Principal to discuss alternative methods of payment or financial support.

Musical Groups

The school currently provides opportunities for students to join a number of Creative Arts groups. We have a string ensemble, where an outside tutor comes into the school to conduct regular lessons with individual and small groups of children. Other musical groups include the Junior and Senior Recorder groups who regularly perform at the Opera House as part of the Festival of Instrumental Music.

Dance

We are very fortunate to have both a Junior and a Senior Dance Group. Both of these are often selected to perform in the Sydney West Dance performances which are held annually, and at special school assemblies and other local venues.

Debating and Public Speaking

Our school participates in an inter school debating competition. We also encourage students to participate in a Multicultural Public Speaking competition. Vardy's Road Public School has an annual Public Speaking competition, as well as participating in a district Public Speaking Competition. Children also perform speeches within class as part of their ongoing learning.

Choir

Our Senior Choir performs at a variety of events including the Opera House Festival of Choral Music and Education Week activities both at school and at local shopping centres. We also participate in the Blacktown Music Festival. Our Junior Choir makes a regular appearance at school based events.

General School Information

Recess and Lunchtime

All students sit and eat their recess in a designated area and are supervised by teachers before they are to go and play. Lunches are eaten in classroom under the supervision of class teachers. Teachers reinforce good manners and good eating habits at this time.

Crunch and Sip

Each morning at 10am, students participate in Crunch and Sip. This is where students eat fresh fruit or vegetables and drink water. This assists performance and concentration, before continuing on with their learning.

Bus Passes

Students in K-2 classes are entitled to free bus travel. Students in Years 3-6 must live at least 1.6 kilometres, in radius from the school to be entitled to free bus travel. For all information regarding bus travel parents should contact the office.

Lost Property

All your child's belongings (e.g. lunch boxes, drink bottles, clothing, pencil cases, pencils, raincoats, bags) should be clearly marked with his/her name and class. Lost property may be retrieved from the office.

School Carparks

Please observe all parking restrictions and obey traffic rules when dropping off and picking up your child. The school parking areas are restricted to members of staff, regular canteen workers and Jigsaw OOSH employees. Parents are not permitted to use the parking area for dropping off or picking up students. Parents are reminded that parking on driveways is illegal as well as inconsiderate and dangerous. Emergency vehicles such as ambulance and fire trucks need instant access to the school through our two main driveways. Two RMS employees supervise the pedestrian crossing on Vardys Road. Students must obey the Wardens who are there for their protection.

Students must not walk through the car park.

Smoke and alcohol Free Zone

All school premises are now totally non-smoking areas. Alcohol is not permitted on school premises.

Kindergarten Enrolment

Students who will be five years of age by July 31st are eligible for enrolment at the beginning of that year. A birth certificate or passport must be sighted as proof of the child's age. Our enrolment forms and enrolment policy are available from the office.

Parent Participation

Our school is an integral part of the community with parents, students and teachers all actively involved in education. Cooperation between home and school, warm and friendly relationships between parents and teachers do much in helping children achieve success and happiness at school. During the year we have various functions at school in which we encourage parents and caregivers to participate e.g. Parent/Teacher interviews, special assemblies, Kindergarten Orientation Days, Presentation Days and Education Week activities.

To enable the school to provide a rich and varied educational program for all children, the continuing support and involvement of all parents in these activities is essential.

P&C Association

Our P&C works in partnership with the school to provide events for the school community, assist in policy development and run an annual fundraising programme. The P&C also oversees running of the Uniform Shop. Parents are encouraged to attend P&C meetings to stay informed and involved, to raise important issues and to contribute to the school. Fundraising activities include Chocolate Drives, Guessing Competitions, Mothers' and Fathers' Day stalls and Christmas and Easter raffles.

Meets: Week 4 and Week 8 of every term, on a Monday
Venue: Jigsaw OOSH Building
Time: 9:15 am

General School Contributions

This school's community requests parents to pay a General School Contribution. Funds raised through this contribution will be used to supplement educational resources and programs in our school.

Payment of the General School Contribution is a matter for decision by individual parents and caregivers and is entirely voluntary. Our school would welcome your contribution as this will significantly enhance the resources made available to students that could not otherwise be purchased.

The funds generated by the General School Contribution will be retained by the school and will be supplemented by other school activities and funds raised by parent organisations for the benefit of students.

Be assured that no embarrassment or discrimination will occur in our school as a result of non-payment of the contribution. Should you wish, the Principal will be pleased to discuss options for payment by instalments.

It is anticipated that the funds will be expended upon the following:

1. Resources - student books, teaching and learning materials
2. Paper and materials for class activities
3. Materials to support curriculum initiatives
4. Teacher and Parent resources

Student Welfare

All teachers and members of the school community are involved in student welfare. Some teachers perform special tasks.

Principal

The Principal is responsible for addressing the welfare needs of the school community in accordance with the policies of the NSW Department of Education and Communities.

Assistant Principals

Assistant Principals are responsible for personal and social needs of students in their stage groups. Executives liaise with parents, teachers and the learning support team to discuss personal, social and academic progress of students as well as provide support and advice for teachers in relation to the welfare of students in their care.

Teachers

Classroom teachers are responsible for providing a safe and secure environment that is conducive to learning and responsive to student's welfare needs. Teachers report to parents/carers on student progress and achievement of outcomes.

School Counsellor

Our school counsellor is a very important member of our staff. The counsellor attends our school two days each week. School counsellors work with students, parents or carers and teachers in a variety of ways.

Their work includes:

- assisting parents or carers to make informed decisions about their child's education
- assessing students' learning and behaviour
- assisting schools to identify and address disabilities that affect students' learning
- liaising with other agencies concerned with the well-being of students.
- counselling students

School counsellors are members of schools' student welfare and learning support teams. School counsellors will pass onto teachers, information that will assist them to better meet the need of their students. If parents do not wish this information to be passed onto the school then private counselling needs to be organised by the parent or caregiver.

Parents or carers may seek advice from school counsellors about their child's school progress, educational options, including access to special education services, behaviour, and for information about help available from other agencies.

Except when students refer themselves to the school counsellor, parents or carers will be involved from the outset. Parent or carer consent is required before the counsellor is able to see students or administer any tests.

Whether working with students, parents or carers, or teachers, school counsellors will explain how they work, listen carefully to what is said, help clarify options and encourage informed decision-making.

Confidentiality

School counselling is a confidential service and school counsellors will seek written permission with parents or carers before passing on information (such as the results of tests for learning difficulties) to others. This presumption of confidentiality can be overridden only by specific legal requirements (e.g. child protection legislation) or where someone may suffer serious harm if information is withheld.

Student Leaders and Student Representative Council

Student leaders comprises of the boy and girl captains, vice-captains and eight other senior school leaders who are nominated and elected (after presentation of prepared speeches). Student leaders organise and conduct special assemblies throughout the year such as whole school assemblies, ANZAC service and Education Week assembly.

Classes from Year 2 to Year 6 elect a representative from their class who then form the Vardy's Road Student Representative Council (SRC) which meets regularly to discuss student concerns and organise both activities for the specific benefit of students and also fund-raising activities. Our major charity is Stewart House.

Buddy Classes

Buddy classes assist in the development of peer relationships across all grades. Buddy classes aim at promoting communication, understanding, interpersonal relationships and interaction within the school. A junior class will pair up with a senior class for selected activities on a regular basis.

Child Protection

The school has introduced Child Protection curriculum materials developed by the N.S.W. Department of School Education and Communities. These aim to reduce the incidence of child sexual assault and child abuse in our community by teaching students skills to protect themselves as well as ways of developing positive relationships.

Child protection is a sensitive challenging area that aims to assist students to develop skills in:

- Recognising and responding to unsafe situations
- Seeking assistance effectively
- Establishing and maintaining non-coercive relationships and strengthening attitudes and values related to equality, respect and responsibility

Child protection lessons are dealt with, in general, in the Key Learning area of Personal Development, Health and Physical Education (PDHPE). Specific lessons are taught over a period of one term for all children K-6.

Student Rights and Responsibilities

General School Rules

- Students who arrive before 8.30 am must remain seated on the Kindergarten veranda. There is no supervision before 8.30 am.
- Year 3-6 students will be accompanied to the upper playground when a teacher commences duty at 8.30 am
- Car park areas are out of bounds. Students and parents/caregivers must not go through the car parks when leaving or entering the school grounds
- Students are not to be in classrooms unsupervised at any time
- Students who ride bicycles or scooters must have a helmet as it is a legal requirement. We also require parents/caregivers to give written permission to ride bicycles or scooters. Bicycles and scooters are to be chained to the bike rack. The school does not accept responsibility for the safe keeping of bicycles or scooters. **Only students in Years 3-6 are permitted to ride a bike or scooter to school.** Students must not ride bicycles or scooters through the playground.
- Students are required to remain within the school grounds once they have arrived and must not leave without permission of the Principal or Executive staff.
- Students must leave the playground immediately at the end of the day
- Wet Weather – Students are to remain in the classroom, they may visit the canteen and toilets.
- If it is raining at 8.30 am students are to go to their classroom

Assemblies

Year K-2 assemblies occur weekly.

Years 3-6 assemblies alternate between Stage 2 (Years 3 and 4) and Stage 3 (Years 5 and 6). Assemblies are conducted by a different class on a roster basis.

K-6 assemblies are held on the 3rd, 6th and 9th week of each term, on a Monday.

Playground – Times and Bells

8.30 am	Teachers on duty
8.55 am	Bell rings. Students cease play, use toilets, wash hands and move to lines/classroom
9.00 am	Classes begin
10.00 am	Crunch and Sip
11.00 am	Recess
11.25 am	Bell rings. Leave back playground and move to lines/classroom
1.15 pm	Lunch time. Students eat lunch in the classroom
1.25 pm	Students dismissed to canteen or play areas. Library open (Monday – Thursday)
1.55 pm	Bell rings. Students cease play, go to toilets, wash hands and move to lines/classroom
3.00 pm	Classes dismissed

Playground Duty

An executive member of staff will arrange the playground duty roster. Arrangements for wet weather involve the students remaining in the classrooms or in undercover areas. Teachers share the supervision time with other teachers in adjoining classroom.

A Whole School Approach to Student Welfare

Vardy's Road is a Positive Behaviour for Learning school

Positive Behaviour for Learning (PBL) is a school-wide behaviour initiative that employs a whole school approach to address problem behaviour. PBL encourages positive behaviour from students within a values-based system. It also reduces the impact that problem behaviour has on student outcomes and on the school community as a whole. PBL has been shown to improve students' self-concept and motivation to learn.

At Vardy's Road we are learners with values.
We show **respect**, take **pride** and live **safely**.

Vardy's Road Expectations

- Students are to show **respect** to teachers, staff, and community helpers at all times by abiding by the class rules and school expectations, speaking courteously and following instructions cooperatively.
- Students are to show self-**respect** and meet their learning responsibilities to themselves as well as respecting the rights of fellow students, teachers and community members.
- Students are to **respect** property belonging to themselves, the school and to others.
- Students are to take **pride** and come prepared for lessons. They should be punctual and attend school regularly.
- Students are to take **pride** in the wearing of school uniform. The school community has decided that our school will maintain high standards in dress and that students will adhere to uniform requirements.
- Students are to act in a **safe** way. Expected behaviours for safety are taught explicitly and students have the responsibility to ensure that their actions do not cause injury or harm towards themselves or to others.

PBL expectations are taught explicitly for school-wide, non-classroom and classroom settings. Targeted interventions are also introduced on a needs basis. The Student Conduct Code outlines these expectations.

Core Values

Together with the State Government, Vardy’s Road recognises the importance of embracing the core values of the Australian community. These values represent the aspirations and beliefs of the community as a whole, including its concern for equity, excellence and the promotion of a caring, civil and just society.

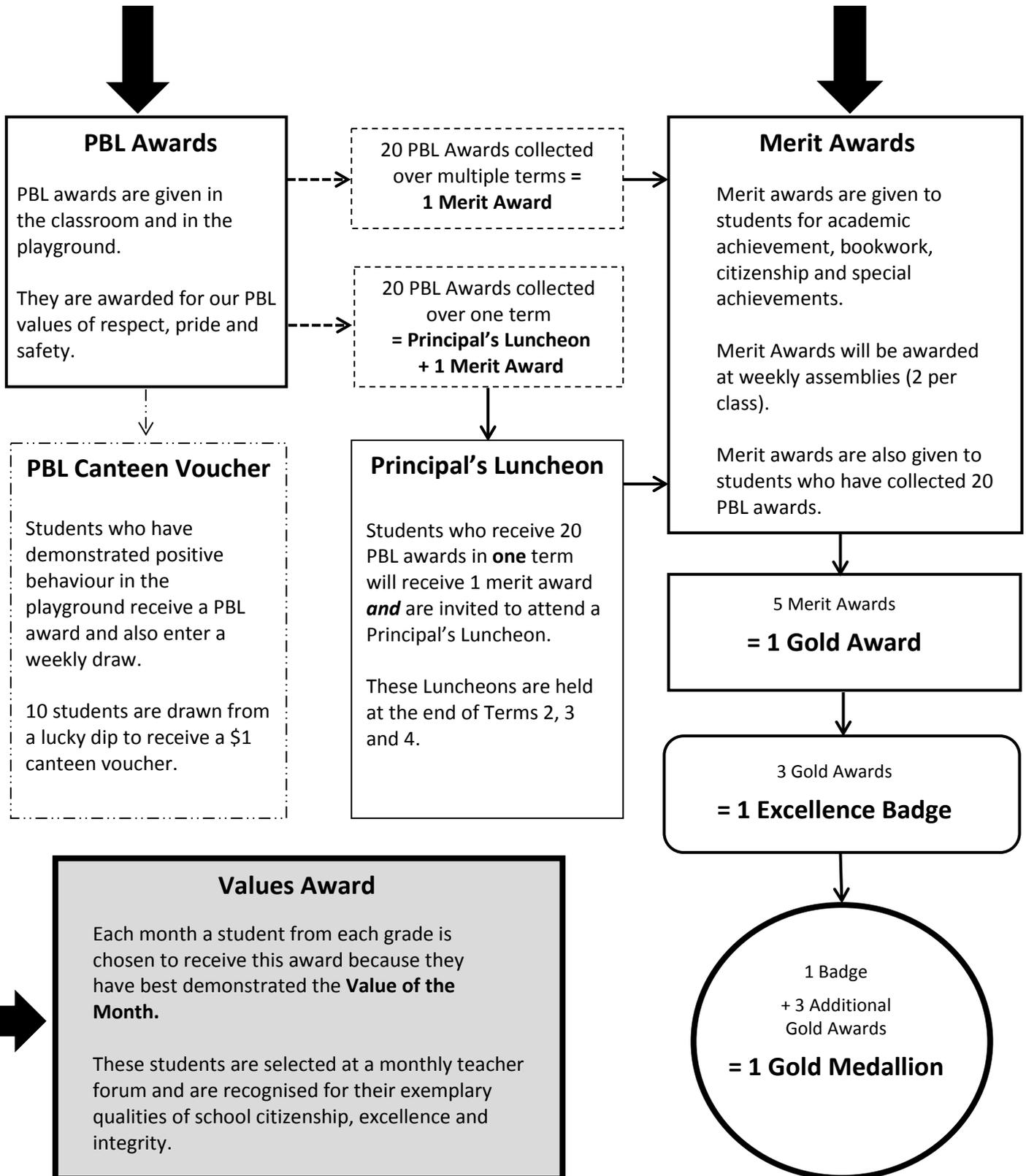
The following values have been selected by the Vardy’s Road school community to be explicitly taught as part of our expected student behaviour and are recognised each month with a Values Award.

Value of the Month		
February Term 1, Week 6	Respect	Having regard for yourself and others and accepting the right of others to hold different or opposing views
March Term 1, Week 9	Resilience	Developing coping skills for the times in life when things go wrong
April Term 2, Week 3	Responsibility	Being accountable for your actions
May Term 2, Week 6	Co-operation	Working together to achieve common goals, providing support to others and engaging in peaceful resolution of conflict
June Term 2, Week 9	Excellence	Striving for the highest personal achievement in all aspects of schooling
July Term 2, Week 3	Democracy	Encouraging tolerance, compassion and respect for different races, religions, cultures and genders
August Term 3, Week 6	Integrity	Adherence to moral and ethical principles and being of sound moral character; honesty
September Term 3, Week 9	Fairness	Being aware of social justice issues and opposing prejudice, dishonesty and injustice
November Term 4, Week 6	Honesty	Being consistently honest and trustworthy
December Term 4, Week 9	Caring	Acting with compassion and empathy

School Awards System

Strategies and Practices to Recognise Student Achievement

At Vardy's Road Public School, positive behaviour that reflects our school expectations is recognised through our Awards System. This system includes PBL awards and merit awards which accumulate during a student's time at Vardy's Road.



Systems of Support and Intervention

Students at Vardy's Road Public School have a range of needs, e.g. behavioural, academic, social, emotional and physical. These needs are supported by:

Classroom Teacher

- Discuss concerns with supervisor to identify patterns of behaviour/need
- Consider existing support and possible adjustments – including the structure of routines, the environment and explicit teaching to meet needs or replacement behaviour
- Contact parents/caregivers to discuss issues
- Provide all available data and information related to the student to the Stage Supervisor for referral to the Learning Support Team (LST)

Learning Support Team

(Principal, LST Coordinator, Learning and Support Teacher (LaST), Stage Supervisors, Counsellor and Chaplain)

- Consider all available data and information related to the student and the behaviour/need
- Consider other relevant people who may assist including the LaST, Chaplain, Counsellor and outside agencies
- Consider existing school wide systems and practices. Plan, implement and review any adjustments
- Consider application for group/whole school support

School Counsellor

- Works in collaboration with the LST Coordinator to make classroom observations, speak to parents/caregivers, assess students, liaise with outside agencies and apply for support e.g. integration funding, health or vision support as necessary

District Guidance Officer

- Considers requests and signs applications if the services requested are deemed appropriate
- Signs a Disability Confirmation Sheet when funding requests are made

Student Behaviour Management Steps – The Levels System

At Vardy's Road Public School we have a levels system for managing unacceptable behaviour. There are 5 levels within this system. Whilst the intent is to correct student behaviour, students may escalate through these levels or skip levels depending on the severity of the behaviour.

The Levels

Level 0	Isolated or occasional/minor behaviour problems in the class and/or playgrounds
Level 1	Occurs when a student receives 3 Green Cards within 10 school days
Level 2	Occurs when a student receives 3 Green Cards whilst on Level 1
Level 3	Occurs when a student receives 3 Green Cards whilst on Level 2
Level 4	Suspension procedures occur when a student receives 3 Green Cards whilst on Level 3

Elements of the Levels System

Care Card (white)	For minor behaviour issues To be signed by parent/caregiver and returned to school
Green Card	For major behaviour issues To be signed by parent/caregiver and returned to school
Reflection Room	Time out room at lunchtime with Executive
Sentral Welfare	Centralised student records database

School Services

Canteen

Nutritional lunches at reasonable prices are available from the canteen. Price lists are available from the canteen or on the Vardy's Road website. They are also issued to the students whenever price changes occur. Lunch orders should be written on paper bags stating the child's name, class and desired lunch order. Alternatively you can order online via www.flexischools.com.au.

Out of School Hours Care (OOSH)

Vardy's Road Public School tender out the Before and After School Care and Vacation Care to Jigsaw OOSH.

An enrolment form is available on the Vardy's Road Public School website.

Name: Jigsaw OOSH

Contact details: Tel: 9838 0056
Fax: 9659 1377
Email: www.jigsawoosh.com.au

Hours: 6.30 am – 9.00 am
3.00 pm – 6.30 pm
Monday to Friday (during school terms)
During School Holidays 7.00 am – 6.00 pm

Special Religious Instruction

Protestant, Roman Catholic and Hindu Scripture classes are conducted once a week on Thursdays. Classes are of half an hour duration. Students not attending scripture classes will be required to do work in a non-scripture classroom supervised by a teacher.

Library

All classes have a weekly lesson under the supervision of the Teacher Librarian. Borrowing is undertaken during the lesson and a cloth library bag is essential to protect books in transit to and from school. Lost and damaged books are to be replaced so please ensure that they are out of reach of younger brothers and sisters.

School Photographs

Each year the school arranges for class, individual and sport photographs. Parents are under no obligation to purchase the photographs. The photographic company is chosen by the VRPS P&C.

Security

Custody

The school should be advised, in writing, of any specific arrangements concerning students. If a divorce has occurred, a family split, or one parent is denied access to a child, then the school should be informed. Any legal documentation stating the conditions must be presented to the school, and copies will be made and kept on file. Without official court orders schools can not prevent a parent from seeing a child. All such information is treated with the strictest confidence and will be recorded on the child's Personal Record Card.

Should custody arrangements change at any time it is essential that the school be advised as soon as possible.

Report to Office

All Parents and visitors must report to our main office before being authorised access to any buildings or the school grounds. This is a student safety measure. Staff have been requested to check the bonafides of any "unrecognised" adults or children who are found in our playground during the day.

Back Gate

The back gate is locked every afternoon at 3.30 pm. Caregivers will be advised whether access will be available via the back gate for specified after hour events.

**School Security contact number
1300 880 021**

Please ring this number if you see any suspicious conduct in or around the school.

Sport

Houses

The school is divided into four houses for competition in weekly sporting activities and annual sports carnivals. Perpetual trophies are awarded at the end of the year to sports houses. House captains are elected each year from the senior students.

The houses are:

- Wyamba – Red
- Broilga – Blue
- Wahn – Gold
- Dinewan – Green

Kindergarten – Year 2

The students participate in a weekly sport program on Friday morning from 9.00 to 10.00 (note these times may vary). Parents are invited to assist with the group activities. A short assembly is held at the end of sport time where Sport Awards are given.

Years 3 – 6

Sport is conducted on Fridays. School sport is organised into mixed groups. Each group participates in a series of team sports, which will give the students the opportunity to learn skills and team co-operation needed to play more formal games e.g. soccer, T-ball and netball. Modified rules are used for games. Warm-up activities are done prior to strenuous exercise. All students are encouraged to develop their level of skills and fitness rather than competition.

A short assembly is held at the end of sport where each group gives a brief report, and an award and house points are given to students for attitude, endeavour and aptitude in sport.

Public Schools Sporting Association (PSSA)

Vardy's Road Public School students participate in the Seven Hills-Wentworthville District PSSA competition from Years 3-6. The summer competition takes place in Terms 1 and 4 and the winter competition takes place in Terms 2 and 3. Students have the opportunity to be selected to represent their school and participate in inter-school competitions in softball/T-ball, football (soccer), AFL, Oztag and netball.

Students may attend trials for selection into district teams. They attend the Sydney West Championships organised for their particular sport. In most cases a Sydney West team is selected to attend State Carnivals.

School Uniform

Our school image is enhanced both within school and in the local community by students wearing a school uniform. It establishes school identity and belonging, along with representing our school values of respect, pride and safety.

In past years the school community has voted in favour of school uniforms being compulsory and deemed it a practical and cost effective means of dressing students for school. Students are to wear the correct school uniform including suitable shoes and school hat during school hours, when travelling to and from school and when engaged in school activities out of school hours.

The school's Parents & Citizens Association strongly supports the Sunsmart Policy of No hat – play in the shade. As a condition of the Sunsmart Policy, the wearing of broad-brimmed hats in the playground for all outdoor activities is compulsory.

The summer uniform is to be worn Monday to Thursday during Terms 1 and 4. The winter uniform is worn Monday to Thursday during Terms 2 and 3.

The sports uniform is to be worn on Fridays and on other days students engage in school sport or specific activities as advised by organising teachers or the Principal.

Students are not to wear jewellery or other items that could cause an injury to themselves or other students. Nail polish is not to be worn and long hair should be tied back. All hair accessories worn by girls are to be in school colours only.

Reminders about the wearing of uniform, particularly in relation to Occupational Health and Safety matters, eg, unsafe jewellery, inadequate footwear and broad-brimmed hats, will be communicated regularly by the Principal at assemblies and in the school newsletter.

Parents experiencing difficulty in meeting uniform requirements because of financial reasons should contact the Principal for special arrangements to be made. All enquiries and information will be treated in the strictest confidence.

School Uniform Requirements

	Boys	Girls	
Summer Uniform Mon - Thu (Predominantly worn during Terms 1 & 4)	<ul style="list-style-type: none"> White short sleeve polo with embroidered multi-coloured crest Royal blue shorts Black enclosed school shoes White socks (must cover ankles) Broad brimmed school hat 	<ul style="list-style-type: none"> White short sleeve polo with embroidered multi-coloured crest Royal blue culottes Black enclosed school shoes White socks (must cover ankles) Broad brimmed school hat 	or <ul style="list-style-type: none"> Blue and white striped summer dress Black enclosed school shoes White socks (must cover ankles) Broad brimmed school hat
Winter Uniform Mon – Thu (Predominantly worn during Terms 2 & 3)	<ul style="list-style-type: none"> White polo with embroidered multi-coloured crest (short or long sleeve) Royal blue long pants or shorts Black enclosed school shoes White socks (must cover ankles) Broad brimmed school hat 	<ul style="list-style-type: none"> White polo with embroidered multi-coloured crest (short or long sleeve) Royal blue culottes or long pants Black enclosed school shoes White socks (must cover ankles) Broad brimmed school hat 	or <ul style="list-style-type: none"> Navy and royal blue tartan tunic with white long sleeve collared shirt or skivvy Black enclosed school shoes Navy tights (opaque) Broad brimmed school hat
Sport Uniform Fri	<ul style="list-style-type: none"> Raglan sleeve polo with multi-coloured sublimated Vardy's Road Public School design Royal blue sports shorts with sublimated Vardy's Road Public School design side panels Predominantly white joggers White socks (must cover ankles) Broad brimmed school hat 		
Optional Accessories	<ul style="list-style-type: none"> Royal blue v-neck jumper with embroidered VRPS Royal blue fleece jacket with embroidered VRPS Royal blue microfibre jacket with embroidered multi-coloured crest Royal blue microfibre track pants Royal blue double-knee track pants Royal blue rain jacket "jacket in a bag" with embroidered VRPS 		

Uniform Shop

The Uniform Shop is located at the end of B Block. All items of school uniform (except shoes and trainers) can be purchased here at school from our Uniform Shop. This includes school bags, library bags and document bags with the school crest. Second hand uniforms can also be purchased.

Cash, cheques and Credit Cards are accepted. Order forms are available via the school website or on the door of the uniform shop. Credit card details may be added to the order form and sent to the school office. The order will be processed when the shop is next open and sent to your child's class.

School hats are available at the school office for purchase when the uniform shop is closed.

Sunsmart Policy

Implementation Strategies

The purpose of this policy is to ensure that all students attending Vardy's Road Public School are protected, throughout the year, from harmful ultraviolet rays of the sun which can cause skin damage.

As part of the general skin protection strategies:

- Students will wear hats which protect the face, neck and ears whenever they are outside e.g. sport, sport carnivals, outdoor excursions and activities
- Students who do not have their hats will play in an area protected from the sun e.g. under the COLA
- Students will be encouraged to use available areas of shade for outdoor play activities
- Teachers will schedule outdoor activities before 10.00 am and after 2.00 pm (11.00 am and 3.00 pm daylight saving time) whenever possible
- Staff will be encouraged to act as role models by practising Sun smart behaviours by wearing protective hats and appropriate clothing for outdoor activities, using a SPF 15+, broad spectrum, water-resistant sunscreen for skin protection and seeking shade whenever possible

Vardy's Road Public School will:

- Ensure that school hats are appropriate and satisfy Cancer Council guidelines
- Ensure that adequate shade is provided at sporting carnivals and outdoor events
- Ensure uniforms are protective, with collars and longer sleeves
- Encourage and support the use of SPF 15+ sunscreen
- Limit exposure times through timetable changes, whenever possible
- Incorporate programs on skin cancer prevention in its curriculum
- Reinforce regularly the Sun Smart Policy in a positive way through newsletters and student and teacher activities e.g. hat awards, special Sun Smart days
- Continue with our 'No Hat – Play in the Shade' policy

When enrolling a child, parents will be:

- Informed of the Sun Smart policy
- Requested to purchase a school hat
- Encouraged to provide SPF 15+ broad spectrum, water-resistant sunscreen for their child's use
- Encouraged to act as role models and practise skin-protective behaviour themselves, especially when attending school functions

School Song

*Vardy's Road our school we honour,
'I Aspire' is on our banner
Work and play with all our might
And always do the right
Try our best at lessons
When temptation beckons,
May our courage never fail
You our school we hail!
Onward then, the right pursuing
Let us all be up and doing
Vardy's Road our school we honour,
To our school be true*

School Pledge

*As an Australian
I pledge my loyalty to –
Australia and its people
Its democratic beliefs
Its laws and
The freedom and the rights that we share*

School Motto

I ASPIRE

