



# GWYNNEVILLE PUBLIC SCHOOL

## INFORMATION BOOKLET



**A caring school providing a comprehensive and inclusive education for children of all backgrounds.**

10a Acacia Avenue  
Gwynneville NSW 2500

E-mail: [gwynneville-p.school@det.nsw.edu.au](mailto:gwynneville-p.school@det.nsw.edu.au)

Website: [www.gwynneville-p.schools.nsw.edu.au](http://www.gwynneville-p.schools.nsw.edu.au)

Phone: 02 4229 5728

Principal: Mrs Trish Payne

# SCHOOL OVERVIEW

Welcome to Gwynneville Public School

I trust that your family will have a long and happy association with our school and that your child enjoys and benefits from participating in the programs and activities we offer.

We are a relatively small school and this is an important factor in assisting us to create a personal, caring atmosphere in which the individuality of children is recognised.

Many of our pupils are from overseas and enrich the school with their wide cultural background, providing a wonderful chance for our young people to develop attitudes so necessary in our multicultural society.

We invite you to become part of our school and involve yourself wherever possible, perhaps participating in the P&C Association, coaching sport teams, assisting with classroom activities or attending children's functions.

It is important that your child is aware of your interest and knows that you are supportive.

Children attending Gwynneville Public School will have a splendid chance to develop academically, socially and physically in a secure, pleasant environment.

Trish Payne  
Principal

## **TEACHING STAFF:**

Principal  
Assistant Principal K-2  
Assistant Principal 3-6  
Assistant Principal C&I  
K Red  
K/1 Yellow  
1 Pink  
2 Blue  
1/2 Green  
3 Lime  
  
3/4 Orange  
4 Brown  
  
5 Maroon  
6 Purple  
Library/RFF  
SLST/EALD  
LST  
RFF  
Counsellor

Trish Payne  
Joshua Christie (Relieving)  
Jenni Eshman  
Donna Barton  
Kerryl Florence  
Mikayla Nackovski  
Maggie Bateman  
Shae Lawrie  
Alison Krauss  
Raschelle Hogan (Mon/Tues/Wed)  
Josh Christie (Thurs/Fri)  
Marina Kelly  
Warwick Jennings (Mon/Tues/Wed/Fri)  
Alex Nelson (Thurs)  
Troy Burns  
Jenni Eshman  
Tracy Devlin (Mon/Wed/Thurs/Fri)  
Nicolette Verduyn  
Raschelle Hogan (Thurs/Fri)  
Diana Boctor (Mon/Tues/Wed)  
Emma Sharland (Friday)

## **ADMINISTRATIVE STAFF:**

School Administration Manager  
School Administration Officer  
General Assistant

Christine De La Torre  
Di McLennan  
David Murphy  
David Blount  
Gabriela Louka

Cleaner

## ***Calendar for 2023:***

Term 1	Friday 27 January Monday 30 January Tuesday 31 January	Staff only Staff only Yr 1 – Yr 6 commence <i>Best Start Assessments for Kinders</i> <i>Best Start Assessments for Kinders</i> <i>Best Start Assessment for Kinders</i> Kindergarten students start
	Wednesday 1 February Thursday 2 February Friday 3 February Thursday 6 April	Term 1 ends Staff only
Term 2	Monday 24 April Wednesday 26 April Friday 30 June	All Students commence Term ends
Term 3	Monday 17 July Tuesday 18 July Friday 22 September	Staff only All Students commence Term ends
Term 4	Monday 9 October Monday 15 December Tuesday 19 December	All Students and Staff commence Term ends for students Term ends for staff

## **A to Z of Gwynneville Public School**

We hope that the information in this booklet will answer many of your questions about Gwynneville Public School. If there is any matter that you are unsure about, please do not hesitate to contact a member of staff.

### **Access/Court Orders:**

If you have any current Court Orders or Access Rights regarding who has contact with your child, a copy is to be provided to the school.

### **Access to and from the school:**

**General:** Acacia Avenue can be busy and dangerous for the children so they should always use the correct crossing marked by the flags. These flags are displayed on the posts at 8:40am and again at 3:10pm by the teacher on duty. Parents are advised to assist young children across the road. There are also flags at the Berkeley Road crossing. Children crossing here are also supervised. There are only two pedestrian entrances to the school. Please note the driveway is not able to be accessed by cars between 8:30am to 9:30am and 3:00pm to 3:30pm.

**Parking is not available in the school grounds.** Children cannot be dropped off or picked up in the school grounds except in a medical emergency.

### **Road Safety Issues:**

- ❑ Never call your child across the road. Either cross over yourself and meet your child on the same side of the road or, if there is a teacher on duty, wait for the teacher to give directions to your child.
- ❑ Children under the age of 10 should always hold an adult's hand when near traffic or crossing the road.
- ❑ Children should always enter and leave a car from the kerb side.
- ❑ Parents or guardians as drivers should adhere to the safety sign directions.
- ❑ The School Zone 40km/hr speed limit must always be adhered to.

### **Bus Transport:**

A special school bus from Premier Illawarra is available in the morning to transport the children to the school and in the afternoon to take them home. A route map is available on request. Bus passes are available under certain conditions. Bus applications are completed online at <https://www.service.nsw.gov.au/transaction/apply-school-travel-pass>. Bus passes must be shown on each journey otherwise payment may have to be made for Opal cards.

### **Dismissal from School:**

Students who *cross at Berkeley Road* are requested to sit in the COLA and wait for the teacher to walk them across the road.

Students catching the bus home are to wait for a teacher on the blue seats.

### **Rules for bike riders:**

- a) Children from Years 3-6 are permitted to ride bikes to school.
- b) An approved helmet must be worn.
- c) When at school, bikes are to be locked onto the bike rack.
- d) Bikes must be walked through the school grounds and across the crossings.
- e) Parents are to ensure that the bikes meet approved safety standards and children are aware of the rules for bike riding.

**THE STAFF CAR PARK IS OUT OF BOUNDS TO ALL CHILDREN AND PARENTS AT ALL TIMES**

**Ambulance:**

An ambulance will be called to the school if a student's health is at risk, or an accident has occurred requiring immediate medical attention. Parents or contact persons will be contacted as soon as possible with regard to the child's health concerns. Ambulance cover is not provided for parents.

**Annual Awards Presentation:**

Annual Presentation Awards are held in December each year and parents are urged to come and support their children.

**Art:**

We encourage families to send along a large shirt or other suitable alternative to protect the children's uniforms when they are engaged in art activities.

**Artistic Performances:**

From time to time the school will elect to attend or host visits from various performers, which may include drama, dance, music/song, language, poetry, environmental studies, science, sport, etc. Parents will be informed of these events and a fee to cover costs may be imposed. This information will be made available to parents.

**Assemblies:**

Whole school assemblies are usually held each alternate Friday (even weeks) at 2:15pm in the Hall (unless otherwise advised). Classes K-6 take turns in presenting assembly items. Parents and friends are invited to attend these assemblies. Information regarding assembly dates is provided in the school newsletter.

**Attendance:**

Regular attendance at school is important to ensure satisfactory progress is being made in all aspects of school development. If your child is absent, an explanatory note is to be sent to school giving the reason for the absence. Parents may wish to phone the school to let us know their child is absent. However, a written explanation is still required upon their return to school. Children who arrive at school late should be accompanied by a parent or have a written note explaining why the child is late. **Parent and child are to report to the office and be given a pass,** the same is required for leaving early.

Parents of students who are absent from school for unexplained periods may be referred to the Department of Education and Communities Home School Liaison Officer with reasons for absences sought.

**Bell Times:**

School commences	- 9:10 am
Lunch	- 11:10 am to 11:25 am eating time - 11:25 am to 11:50 am play time
Recess	- 1:25 pm to 01:55 pm
School concludes	- 3:10 pm

Teachers officially commence duty half an hour before school. Limited supervision is provided from this time with children encouraged to arrive at school around 9:00 am, which is the arrival time of the school bus service.

Children are expected to leave school promptly at the end of the school day. Staff will provide supervision to students catching the bus with other students leaving the school with parents, walking or riding.

**Book Club:**

Children are offered the opportunity to purchase books from Scholastic Australia Pty Ltd each term. This is voluntary. Orders are to be placed online through LOOP (Linked Online Ordering & Payment platform) which can be found on the Scholastic Australia website. If you are unsure of the due date, please check with your classroom teacher.

**Canteen:**

Our school canteen is operated by an independent business and aims to comply with the government requirements for the sale of healthy food at canteens. We are very proud of the new look menu at our canteen that provides healthy lunches and snacks for the children.

**The canteen manager is Mrs Kathryn Monk.**

It is opened on Tuesday (limited and Specials menu), Wednesday and Friday.

To place a manual lunch order, **write your name, class and order on a paper bag** and enclose the correct amount of money. Lunch orders can then be **placed** in the letterbox outside the canteen **before school commences**. *Please ensure the bag is large enough to accommodate your child's order.* Reusable canteen bags are available from the office for \$2.

Orders can also be made through the MY SCHOOL CONNECT APP (preferred method).

**Complaints:**

Parents have the right to register any concerns they might have about any aspect of school life. Complaints can usually be resolved easily at school by contacting the teacher concerned or the Principal.

Complaint resolution procedures are in schools and copies are available to all parents from the school Principal, the parent bodies or the Federation of Parents and Citizens Associations of NSW.

**Computer Technology:**

Class teachers deliver a comprehensive technology program K-6 integrating class themes and ensuring all children have the necessary skills to successfully use the school's available technology which also includes a number of laptops and tablets.

The school exercises strict control over the use of the internet by students as outlined in our "Internet Usage Policy," a copy of which will be made available at the beginning of the school year.

**Counsellor:**

Our School Counsellor, Mrs Emma Sharland, attends this school each Friday from 9:00 am to 3:00 pm. The School Counsellor is able to offer assistance and recommendations on many issues eg. learning difficulties, behavioural problems and social adjustment problems.

If parents or teachers wish to make a referral to the School Counsellor, this needs to proceed through the Learning Support Team and written parental permission is necessary. The School Counsellor often liaises with other organisations, eg The Illawarra Child Development Centre, in seeking the best assistance for your child.

The School Counsellor is always available to speak to parents about any matter of concern.

**Support Teacher Learning**

Gwynneville Public School has access to a School Learning Support Teacher. Children experiencing a learning difficulty may be taken through a developmental program to address their need(s) and enhance any aspect of their schoolwork.

**Curriculum:**

Key Learning Areas for K-6 are:

English

Mathematics

Science & Technology

History

Creative & Practical Arts

Personal Development/Health & Physical Education

Human Society and its Environment

Geography

**Enrolment:**

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year. If your child is not turning five until after February we encourage you to make an appointment to discuss the prospective enrolment.

Enrolment forms can be found and completed on our school website. Documentation providing proof of age, such as a birth certificate, is required on enrolment. Proof of immunisation is also required. Students transferring from other schools can enrol at any time if they live in our local area. Students who do not live in the local area may apply to enrol if there is a vacancy.

**English as Additional Language/Dialect – EAL/D**

We have an English as a Second Language (ESL) Teacher employed at the school two days per week providing assistance for children who have a language background other than English. They also work as a member of the Learning Support Team.

**Excursions:**

Our school participates in excursions to enrich students' learning experiences. These excursions may be as part of a whole school activity or in smaller group situations. Year 5 and 6 students may attend a primary outdoor education program (Sport and Recreation Camp) on alternate years.

**Facebook:**

The P&C operate the school's Facebook page. It contains pictures of our school assemblies and activities held here at school as well as other celebrations held across the world.

**Family Information/Details:**

New families to the school receive forms to be completed and returned to the school. These forms supply the school with your child's and family details as well as medical information, which the school may need to know in an emergency. If your family name, address, phone or contact number or doctor changes, please inform the school. All information supplied is strictly confidential.

**Financial Assistance:**

Financial Assistance is available to all school families on application to the principal. All enquiries are confidential. Financial assistance is made available for most school related expenses over \$10.00.

**General School Contributions:**

A general school contribution is set by the school with these funds helping to meet some of the costs of resources and materials used by children each year. Whilst these fees are minimal, they are certainly beneficial to the school. These payments can be made in full or by instalments to suit the needs of families.

School contributions are not compulsory and payment is a matter for decision by parents.

**Payment will be requested early in the year.**

**Gwynneville Public School is a NUT FREE SCHOOL.**

**Hats - No Hat, No Play:**

In accordance with Cancer Council guidelines, children are encouraged to wear a bucket style hat when outside. The School has a "NO HAT – NO PLAY" policy in effect to restrict exposure to sunlight. Baseball style caps are not considered a sun-safe hat. Caps with "ear coverings" are acceptable.

**Home Learning/Home Reading Scheme:**

Each individual teacher sets homework on a regular basis. It is intended that completing set tasks at home will help develop better study habit skills. Homework may vary in nature but an expectation that children read at home exists across all grades. K-2 participates in a comprehensive and structured reading program introduced in Kindergarten and followed through to Year 2. In Kindergarten this is considered their homework.

***Infectious Diseases:***

From time-to-time infectious diseases become evident in schools. The school will follow procedures as set by the Department of Education in dealing with such an outbreak. Information sought upon enrolment as to the immunisation status of children being enrolled is used in circumstances such as this. If you believe your child may have an infectious disease, please seek the appropriate medical advice regarding the child's exclusion from school and inform the school of your child's condition.

***Interpreters:***

Interpreters can be provided for parents needing access to such a service. Most departmental documents can be provided in several languages on request.

***Kindergarten Orientation Program:***

Kindergarten Orientation takes place in October/November each year, when the children and their families are invited to the school to find out more about the school and to meet other families.

***Session 1:***

Parent Information session to orientate families to the school. Children are involved in lessons with Kindergarten teachers.

***Session 2:***

Parents leave children at school so they can become more familiar with school routines.

***Session 3:***

(As for session 2) children will stay a little longer to experience lunchtime at school.

As well as the Orientation Day we also invite the neighbouring Gwynneville Preschool to visit the school throughout the year so that the children can experience a little of what life at "big school" is really like.

Children with special needs may also visit the school on a number of occasions in the year before school starts to assist with a smooth transition for them into school.

***Library:***

Students will be notified by their teachers as to which day is their class Library day.

***Lunch Orders:***

Refer to the Canteen section for information regarding ordering lunch.

***Merit Certificates:***

Each child is given a Merit Book at the beginning of each year or upon enrolment. Teachers give the children stamps in their books and they progress through various certificates i.e. Bronze, Silver, Gold and Honour.

***Mobile Phones:***

There is no need for children to have mobile phones at school. In an emergency, parents can contact the school. The school is able to contact parents, even on excursions. Phones, if brought into the school by children, are to be signed in at the office, and signed out at the end of the day.

***Money Collection:***

Money is collected at the office every morning before school or at the beginning of class. Please place correct money in an envelope with the permission note/s enclosed and write their name, class, amount and activity clearly on the front of the envelope. **Please place money in the silver and cream letterbox in the office foyer.**



**Parent Helpers:**

Parents as partners in education are appreciated. Your skills are valued. Help can be given in many areas including reading, craft, maths, etc. If you would like to help, just let the school know.

**Parent Online Payments:**

A new and exciting way to pay your child's fees, excursions etc online.

An icon is located on the front page of the schools' website called 'Make a Payment'. Click on this link, enter your child's name and date of birth (these are mandatory fields). Select which payment and the amount you would like to pay, then enter your credit card details. This is a very secure site through Westpac Bank.

**Parent - Teacher Meetings:**

All families within our school are encouraged to contact the school at any time during the school year to arrange an appointment to discuss their child's progress. Teachers' welcome discussion with parents in the interests of the children.

As an important part of our annual reporting system, all parents are invited to attend a meeting with the class teacher at the beginning of Terms 1 and 3.

**Parents and Citizens' Association:**

The P&C Association is an integral part of the school community that meet monthly to discuss issues that are happening in the school and to assist the school by organising fundraising and running the canteen. The P&C meet in the staffroom on the third Thursday of each month commencing at 6.30pm and all parents are very welcome to come along to contribute to the organisation of activities to assist the school.

**The Executive for 2023 are as follows:**

**President:** Amy Walsh

**Secretary:** Kristie Field

**Treasurer:** Arife Yazici

**Vice President:** Morwena Baird

**Secretary:** Jacqui Willis

The P&C Annual General Meeting is held in the early part of the year.

**Requirements:**

All students are required to have a bag suitable for library books. These can be purchased at our office for \$3. All pencils, books and rulers are supplied for students in Years K-2. It is helpful in Year 2 if your child is supplied with a pencil case, lead pencils, coloured pencils and glue stick. They may bring their own textas to school.

Students in Years 3-6 are asked to bring their own pencil cases with pens, coloured pencils, rulers, erasers and textas to school.

All students are required to have a hat and a water bottle is suggested.

**School Newsletter:**

Our school produces a fortnightly newsletter which is published on our SkoolBag app and on our website. A hard copy can be printed upon request. This newsletter aims to promote activities, student achievements and provides information about coming events and activities. The app can be installed on your phone or tablet device. For IPHONE and IPAD go to "App Store" and for Android go to "Play Store". This is a free app.

**School Photographs:**

School photographs are arranged each year and families are given the opportunity to purchase these if they so wish.

### **School Rules:**

#### **There are 5 School Rules -**

<b>The Safety Rule:</b>	I must act and play safely and allow others to act and play safely.
<b>The Learning Rule:</b>	I must try my best to learn and allow others to learn without interference.
<b>The Respect for Others Rule:</b>	I must respect other people, their beliefs, their opinions and their belongings.
<b>The School Environment Rule:</b>	I must keep my school clean and tidy.
<b>The Personal Care Rule:</b>	I must keep myself clean and tidy and play and act in a socially acceptable way.

### **School Song:**

A caring school with friendly people,  
Gwynneville School where everyone's equal  
A place to learn, a place to share,  
Here in the trees, we are thoughtful and fair.

We are proud to be at Gwynneville School.  
We listen to others and follow the rules.

Our community helps us to learn.  
With our hearts we try our best in return.

We are proud to be at Gwynneville School.  
We listen to others and follow the rules.

We are proud to be at Gwynneville School.

### **School Uniform:**

Children are encouraged to wear their correct school uniform with pride at all times. The wearing of a hat during outdoor times is compulsory to avoid sun damage to sensitive young skin. You may purchase our uniforms from Lowes in Wollongong Mall.

#### **Girls – Summer Uniform**

Summer Tunic

White socks and **black shoes**

Navy blue culottes

Pale blue polo shirt with navy blue collar embossed with Gwynneville Public School and school logo embossed on the front of shirt

Bucket Hat

#### **Boys – Summer Uniform**

Navy shorts

White socks and **black shoes**

Pale blue polo shirt with navy blue collar embossed with Gwynneville Public School and school logo embossed on the front of shirt

Bucket Hat

#### **Sports Uniform – (to be worn on Fridays)**

Navy sports shorts

White socks, white shoes & Bucket Hat

Sublimated navy/sky polo shirt embossed with Gwynneville Public School and school logo embossed on the front of shirt.

### ***Girls and Boys – Winter Uniform***

Navy blue tracksuit

Pale blue long sleeved jersey top, school logo embossed on front of shirt

Girls – Navy Blue Tunic with pale blue blouse (Peter Pan collar).

White socks, Black shoes or black joggers

Bucket Hat

Navy blue school beanie

### ***Hats***

The school has a sun safe awareness policy of “no hat, play in the shade”. Hats are to be worn at all times. A navy blue, soft brimmed hat (with the school logo embossed on the front) is available for purchase.

### ***General points about uniforms:***

- ❖ The school does not hold itself responsible for the loss of property.
- ❖ Marked clothing is easier to trace and thus parents are asked to ensure that their child’s clothing is clearly labelled.
- ❖ A small pool of good quality second-hand uniforms is kept at the school. Parents are invited to assist by making available outgrown uniforms, which are sold at very reasonable prices.

### ***School Uniform Supplier:***

“Lowe’s” Wollongong – Crown Street, in the mall, is the official supplier of our school’s uniform and stocks all other uniform items including navy blue culottes, white socks, navy blue shorts.

**NB:** When purchasing items from Lowe’s, please advise the staff you are from Gwynneville Public School and they should make a note of your purchase price. At the end of the financial year, they will send the school a rebate cheque as a donation.

### ***Scripture:***

Protestant, Catholic and Muslim scripture lessons are provided by visiting clergy and lay teachers each week.

### ***Student Clothing and Property:***

- Please ensure all articles, especially lunch boxes, drink bottles, jumpers and parkers are clearly and permanently marked.
- Leave treasured and valuable toys, jewellery and books at home. They are easily damaged or lost.
- No responsibility can be taken for loss of or damage to toys, books, trinkets, etc. brought to school.
- Make sure your child’s schoolbag is easily recognisable and encourage him/her to leave it in its correct place.
- Every effort is made to return any ‘lost’ property to its owner.

***Any dangerous items such as pocket-knives MUST NOT be brought to school.***

### ***Student Reports:***

Written student reports are sent home at the end of Term 2 and Term 4. These reports provide an indication of student achievement as assessed and noted by the classroom teacher. Parents have the opportunity to have an interview with the classroom teacher after these reports go home.

**Student Welfare:**

This is the broad area under which school merit and discipline policies fall. The school emphasises positive aspects of each pupil's development and children are recognised for their achievements, earning a variety of Merit Awards throughout the year. The Merit Awards lead to the presentation of Bronze, Silver, Gold Certificates and Honour Awards.

The school's discipline system is guided by the Ministerial Statement *Good Discipline and Effective Learning*. This statement stipulates that all schools are to develop a discipline statement and review the statement annually. An abridged copy is made available to all families at the beginning of each year.

At Gwynneville Public School, the discipline policy is guided by the school rules, which, if infringed, result in sanctions such as 'time out' or, in cases of greater concern, periods of detention. All parents or guardians are informed when their child is to be placed on a discipline level as a consequence of inappropriate actions or behaviour.

If a discipline letter is sent home, it is advisable for parents or guardians to become involved and take up the interview that is offered with the Principal to discuss the concerns. Principal.

**Sport and PE:**

Children have sport on Fridays and PE lessons during the week. These activities form part of our PE/Health/PD program of which all children are required to participate. We endeavour to provide children with exposure to a wide variety of sports, which have included gymnastics, tennis, Australian football, lacrosse, golf, netball, soccer, swimming, bike safety education, rugby league, basketball and dance.

Sports uniform is to be worn each Friday.

All students from K-6 participate in the School Cross Country and Athletics and Year 3-6 children have the opportunity to compete at a district level.

Our intensive Special Swimming School swimming lessons are held each year. Generally, Year 2 children attend these lessons, which cover a two-week period.

*A brief overview of the sport conducted each year as follows:*

Term 1	Term 2	Term 3	Term 4
Daily fitness Years K-6- running around cross-country track			
<ul style="list-style-type: none"> <li>• Fundamental Movement Skills</li> <li>• Swimming Carnival</li> <li>• Swim School</li> <li>• Cross Country</li> <li>• District Swimming Carnival</li> </ul>	<ul style="list-style-type: none"> <li>• 3-6 District Cross Country Carnival (representatives only).</li> <li>• K-6 School Athletics Carnival in late Term 2 at Beaton Park.</li> </ul>	<ul style="list-style-type: none"> <li>• K-2 Sports program</li> <li>• 3-6 Sports Program</li> <li>• Yrs 3-6 District Athletics Carnival (representatives only).</li> <li>• 3-6 Area Athletics Carnival (representatives only).</li> </ul>	<ul style="list-style-type: none"> <li>• K-2 Sports Program</li> <li>• 3-6 Sports Program</li> </ul>

**Sport – Interschool PSSA:**

Students in Years 3-6 compete against other local schools (Public Schools Sports Association) in District Carnivals for swimming, athletics and cross country. Competitors from these carnivals then move on to represent at regional and state level. Gwynneville has had a variety of talented athletes who have gone on to these competitions in the past. Opportunities also exist for children to represent the district at other sports such as tennis, cricket, netball, soccer and rugby league.

**Sport Houses:**

The school is divided up into 3 sport houses. The children are encouraged to use their house colours and wear a t-shirt to match the colours of their house. These sport house colours are used for carnivals such as the cross country, athletics and swimming carnivals. All the children from each family are in the same house. These houses are: -

**GIPPS - RED**

**WISEMAN - YELLOW**

**HOSKINS - GREEN**



A Caring School