

Smithfield West Public School

Welcome to Smithfield West Public School.

On behalf of our school I would like to thank you for putting your trust in us as partners in your child's education. This is an incredible responsibility that we undertake with a mixture of dedication, care and professional knowledge.

We are extremely proud of both the quality of educational delivery offered at our school and of the safe, nurturing environment we provide in caring for all our students.

Our commitment to excellence in academic, creative, sporting and cultural pursuits ensures that every child who graduates from our school has a strong sense of their own value and a confidence in their future contributions to society.

The purpose of this information booklet is to provide details of the administration, organisation and normal day to day functioning of the school. Please read the information provided and retain this booklet for future reference. If you need clarification, or any further information in regards to any of the details in this booklet, then please do not hesitate to contact the school office and our staff will be happy to assist.

Stephen Gray
Principal

Leadership Team

Principal:	Mr Stephen Gray
Assistant Principals:	Mrs Chrys Georgilas Mrs Felicia Papadatos Ms Susan Rowlings
Assistant Principal Curriculum & Instruction:	Mrs Erin Grasedonio Mrs Belinda Wilson
School Administration Manager:	Mrs Nina Chryssovelonis

Vision Statement

At Smithfield West Public School, we will empower our students to improve their learning and wellbeing through high quality, inclusive educational experiences and a diverse range of opportunities. Staff, parents and students will work in partnership to maintain high expectations and a positive environment where every student is known, valued and cared for.

Smithfield West Public School

GENERAL INFORMATION

Assemblies

A morning assembly is held every Monday and Friday morning at 8:55am where brief information and announcements are made. More formal assemblies are held in the school hall every second Wednesday afternoon from 2:10pm. Awards are presented to students who have shown excellence or improvement and every class gets the opportunity to host an assembly during the year, giving students experience in public speaking and performance. Parents/carers are most welcome to attend and are advised in advance when their child's class will be the host.

Attendance

Regular attendance is very important. It is expected that all students arrive by 8:55am ready for class as valuable learning time is missed when they are late.

Absences - When your child is absent from school, advice must be provided to the class teacher within seven days of the first day of the absence. For students absent for more than three days due to an illness, a medical certificate should be provided. Please note, it is not acceptable for parents to keep their child away from school for activities such as birthdays, shopping or when siblings are unwell.

Late Arrivals - Students arriving after 8:55am are required to report to the school office with their parent/carer for a computer-generated Late Arrival Slip. This is then handed to the class teacher upon entering the classroom. A partial absence is recorded for the day.

Early Leavers – If it is necessary to collect your child before 3.00pm, parents/carers must report to the school office and obtain a computer-generated Early Leaver Slip. This is then handed to the class teacher which signifies that the student may leave. No child is permitted to leave early without this note. A partial absence is recorded for the day.

Please note that students are only permitted to leave the school before 3:00pm in the presence of their parent/carer or nominated emergency contact. If another person is to pick up the student from school, they must be over 18 years of age and written advice must be received from the parent/carer.

Smithfield West Public School

Behaviour for Excellence

Our school has developed a positive behaviour plan titled, 'Behaviour for Excellence' which is aimed at promoting behaviours in our students that ensure a safe and secure learning environment and an opportunity for all to reach their potential. 'Behaviour for Excellence' encompasses both our reward system and consequences for inappropriate behaviour. The Welfare and Behaviour Policy is available for viewing in its entirety on the school website.

'Behaviour for Excellence' is based on our three core values:



We Care



We are Safe



We Learn



These three values are integrated into the five school rules:

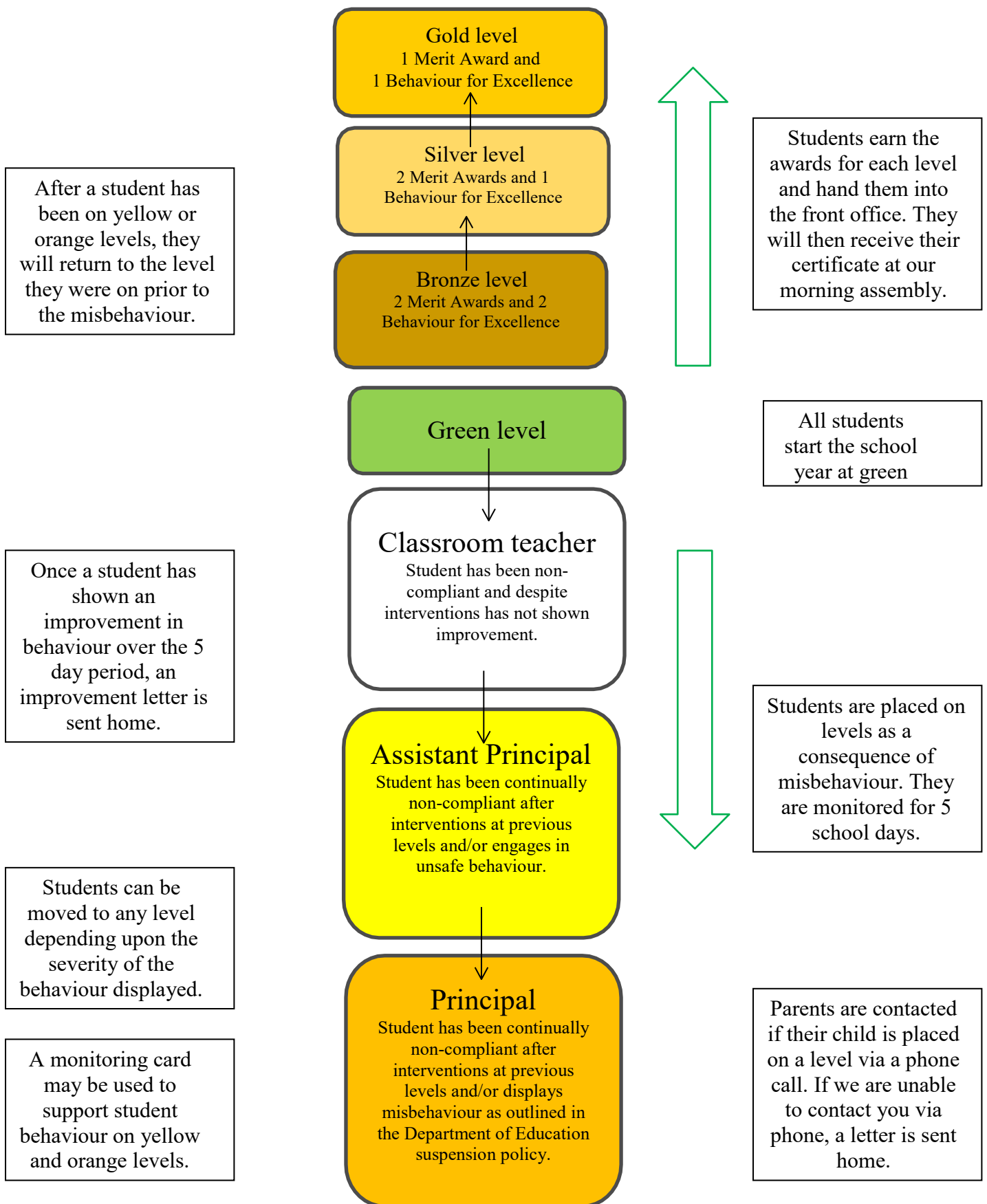
1. Show respect to all - We Care, We Learn
2. Keep your hands and feet to yourself - We Are Safe
3. Work and play in safe areas - We Are Safe
4. Respect all property - We Care
5. Be a good learner - We Learn

Behaviour Support Process

There is a system of three levels which provide students, parents and staff with a clear understanding of the expectation for student behaviour and procedures for commendation or consequence. When unacceptable behaviour is exhibited, students will pass through lower levels. Assistant Principals will collaboratively decide on student movement between levels after consultation, where necessary, with teachers. Once a student has exhibited behaviours that warrant intervention by the Assistant Principal or Principal, a behaviour monitoring card may be implemented to support the development of positive behaviours and promote self-reflection for the student.

Smithfield West Public School

Below is the flowchart for promoting positive behaviour and supporting misbehavior.



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Awards for Excellence

Students are generously acknowledged for their achievements and contribution to school activities through:

- Class merit awards
- End of term assembly awards
- Sporting awards
- Principal's awards
- Awards for participation and achievement in school area and state competitions
- Recognition awards for participation and achievement in special school programs
- Presentation Day awards

They are encouraged to collect 10 tokens to fill token strips and present them to their class teacher for a 'Behaviour for Excellence' award. Tokens are given to students who consistently display positive behaviour at school by demonstrating our schools' core values and respecting our school rules.

Merit awards acknowledge achievement in the classroom or on the playground. Each class teacher will acknowledge some of their students at our fortnightly assembly with a merit award.

Bikes

Students are permitted to ride their bike to school. They must wear an approved helmet and walk their bike while on school grounds. Bikes are stored during the day on the bike rack outside Block 8.

Book Club

Scholastic Australia Book Club catalogues are sent home regularly giving parents/carers the opportunity to order from a selection of reasonably priced books for their children.

Buses

Students from K-2 are eligible for a free bus pass. Students in Years 3-6 must live outside a 1.6km radius of the school in order to be eligible for a free pass. Information is available from the school office.

Canteen

The school has a fully equipped leased canteen operating under the mandatory Healthy Schools Canteen guidelines. The canteen operates Monday to Friday between 8:30am and 2:00pm. Up to date price lists are sent home on a regular basis and published on the school website. Orders must be placed at the canteen before school. Lunches are delivered to the classroom at lunchtime. Online ordering facilities are available.

Change of Address or Contact Numbers

Parents provide their current details during the enrolment process. This enables the school to contact them or the nominated emergency contact person in case of sickness or injury. **Please keep the school updated of any changes in address (proof of new address is required), telephone or emergency contact numbers.**

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Class Organisation

Classes from Kindergarten to Year 6 are organised on a parallel basis. This means that within each year, each of the classes has an even distribution of students of all abilities. At the beginning of the year, students are not placed in their new classes for the first few days until numbers are finalised.

Counsellor

The school counsellor supports students with educational, social, emotional and behavioural needs, working collaboratively with teachers and parents/carers to maximise individual learning. The counsellor works every Wednesday and Friday at our school. Students can be referred to see the counsellor by teachers or parents/carers. Permission is sought from parents/carers before the counsellor undertakes any form of assessment or intervention.

Curriculum

The six key learning areas as determined by the NSW Education Standards Authority are taught at Smithfield West Public School. They are:

- English
 - Speaking and Listening
 - Reading and Viewing
 - Writing and Representing
 - Spelling
 - Handwriting
 - Grammar, Punctuation and Vocabulary
 - Thinking Imaginatively and Creatively
 - Expressing Themselves
 - Reflecting on Learning
- Mathematics
 - Number and Algebra
 - Measurement and Geometry
 - Statistics and Probability
- Science & Technology
- Human Society and Its Environment
 - History
 - Geography
- Creative Arts
 - Music
 - Visual Arts
 - Dance
 - Drama
- Personal Development, Health and Physical Education

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The curriculum aims to be relevant and challenging and offers a range of learning opportunities to enable students to develop the skills necessary to participate in and contribute to society. Experiences are provided within a Quality Teaching Framework and are in keeping with each individual's potential and stage of development.

The curriculum is organised into Stages (rather than years).

Early Stage 1	- Kindergarten
Stage 1	- Years 1 and 2
Stage 2	- Years 3 and 4
Stage 3	- Years 5 and 6

Custody of Children

Parent/Carers are asked to inform the school of any special circumstances that may affect their child. If custody and access has been determined by a court order, then a copy should be made available at the time of enrolment or as soon as possible after a determination has been made. Separate interviews and student reports can be made arranged upon request. Confidential information received is respected by the school.

English as an Additional Language or Dialect Teacher (EAL/D)

The EAL/D teacher works with students from language backgrounds other than English, requiring assistance in spoken and written language. Students may be withdrawn from class for specialised work and/or they may remain in the classroom, where the EAL/D and class teacher work together.

Enrolment

Students may enrol in Kindergarten at the beginning of the school year provided they turn five years of age prior to 1 August in that year. Documentation providing proof of age, such as a birth certificate or passport is required and an enrolment form must be completed. Parents may complete this form at any time during the year.

Older students transferring from other schools are able to enrol at any time provided they reside within the local school area. Out of area enrolments are considered on a priority basis upon application.

If you are an Australian or New Zealand citizen or permanent resident you are eligible to complete an online enrolment application.

If you are not eligible or prefer not to enrol online you can download the form or contact the school for a paper copy.

Translated copies are available, but the form **MUST** be completed in English.

The online enrolment link can be found at:

<https://smithfielw-p.schools.nsw.gov.au/.../enrolment.html>

Excursions/Incursions

Excursions and incursions are an integral part of the school's educational program and are used to enrich student learning experiences. All students are encouraged to participate.

Excursion costs and frequency are closely monitored during the year. Written parental permission is required and a comprehensive risk assessment is completed by staff prior to each activity. It is very important that the final date for payment is respected and adhered to, to avoid disappointment and administrative problems.

Facebook



Smithfield West Public School has its own official Facebook page. We use our page to:

- celebrate the successes of our students;
- show our community the wonderful things our students participate in and learn about; and
- communicate the dates of important events and send reminder messages.

Student photos are published on the Facebook page where parents have granted us permission to do so.

If you have a query about your child's permission to publish, please contact our front office.

Financial Support

Financial support is available to parents/carers experiencing difficulties meeting the cost of school related activities for their children eg uniforms, excursions, incursions etc. Parents/Carers are encouraged to contact the Principal as the need arises and can be assured that the matter will be treated as strictly confidential.

Homework

Homework is relevant to classroom work, providing practice and reinforcement of skills. It will vary from class to class with the amount generally increasing as students move closer to secondary school. Research and enrichment tasks may be set on occasion. Students are encouraged to develop regular work habits and take increasing responsibility for homework as they progress from Kindergarten through to Year 6.

Homework is a home-school partnership in the teaching and learning process, with the child responsible for their own work while parents provide a supportive, encouraging role. If your child has difficulty or you are unsure of the best way to help, please contact the classroom teacher.

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Illness and Injury

Students who become ill or are injured at school are referred to the office, where SAS staff monitor their condition and determine whether there is a need to contact the parent/carer. If your child has a serious accident at school, we will endeavour to contact you immediately. If necessary, an ambulance will be called to ensure your child receives the best care.

Immunisation

The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of their child's immunisation status on enrolment in school. Parents have the right of not having their children immunised. However, in the event of an outbreak of a vaccine preventable disease, unimmunised students will be required to remain at home for the duration of the outbreak.

Infectious Diseases

During their time at school, students may come into contact with early childhood diseases and at Smithfield West we follow Department of Health guidelines. Parents/Carers are reminded that students with infectious diseases should not return to school until the required number of days has lapsed.

Some common childhood infectious diseases include:

Disease	Period of Exclusion from School
Chicken Pox	For five days from the onset of the rash and until the blisters have dried
Conjunctivitis	While there is discharge from the eye
Gastroenteritis	For at least 24 hours after the diarrhea stops
German Measles (Rubella)	For at least four days after the rash appears
Hand Foot and Mouth Disease	Until the blisters have dried
Head Lice	None, as long as head lice management is ongoing
Hepatitis A	For two weeks after the first symptoms are detected or one week after the onset of jaundice
Impetigo (school sores)	Until antibiotic treatment starts. Sores should be covered with watertight dressings
Influenza	Until they look and feel better.
Measles	For at least four days after the rash appears
Mumps	For nine days after the onset of swelling
Ringworm	Until the day after treatment has begun
Scabies	Until the day after treatment has begun
Whooping Cough	Until the first five days of a special antibiotic have been taken

For further information please call your local Public Health Unit on 1300 066 055 or visit the New South Wales Health website www.health.nsw.gov.au

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Jewellery

Students should not wear rings, chains or other jewellery (except a watch) to school. Students with pierced ears should only wear sleeper or stud style earrings.

Learning and Support Teacher (LaST)

The LaST works with students who have additional learning and support needs in collaboration with the class teacher. Students may be withdrawn from class for specialised work and/or they may work in the classroom, where the LaST and class teacher work together team teaching.

Learning Support Team (LST)

The LST meet regularly to discuss the needs of individual students who are referred by teachers and stage supervisors. The LST is comprised of teachers including the counsellor and an executive teacher.

Library

The library is an important learning centre in the school. It is used for instruction as well as recreation. By visiting the library, students can develop a love of books and reading and have access to information technology.

All students from Kindergarten to Year 6 attend the library each week for borrowing, research and skill development. When borrowing, they must have a durable library bag to transport their books. The library is open at lunchtime Tuesday to Thursday.

You can help by.....

- ensuring your child has a library bag to protect books. These can be purchased from the office at a cost of \$7.00;
- reminding your child to return books each week; and
- making sure books are kept safe at home.

Lost Property

A lost property bin is located in the Administration Block. It is regularly emptied and any items, which are labelled, are promptly returned. Items which are not labelled, and not collected, by the end of each term may be donated to Stewart House. **Please label all of your child's belongings including hats, jumpers, jackets, tracksuit pants, wet weather gear, bags, lunch boxes and drink bottles.**

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Medical Conditions

Staff have up to date qualifications in CPR, emergency care and anaphylaxis response. We have also had asthma awareness training and some staff hold a current First Aid Certificate.

If your child suffers from any of the following medical conditions it is important that you advise the school upon enrolment:

- asthma
- allergies
- risk of anaphylaxis

Parents of asthmatic or anaphylactic students must provide a current Health Care Plan, as supplied by their doctor. Parents of anaphylactic students should also provide an indate EpiPen to be stored at school.

It is most important that you advise the school if your child's health condition changes.

Medication at School

Parents of students who need to take long term prescription medication at school must speak to the Principal so that a Health Care Plan can be developed. This plan will include written advice from the doctor and a signed letter of indemnity from the parent. Any changes to the information provided need to be advised immediately so that a new plan can be developed.

If your child requires short term medication then written permission must be obtained.

All medication (except asthma) is kept at the office as students are not permitted to keep it on their person or in their bags. Students who suffer from asthma are able to keep their puffer with them or in their school bag but should leave a spacer in the office. The school has several asthma spacers for use in emergencies. If students are administered ventolin at school it will be through a spacer and in accordance with their Health Care Plan.

National Assessments

The National Assessment Program Literacy and Numeracy (NAPLAN) tests are conducted online during May in the following areas: Reading, Language Conventions, Writing and Numeracy. Individual results are sent to parents/carers in Term 3.

Newsletter

The school newsletter is published every fortnight during the term. It contains news and information about the school and its activities and is a useful means of communication for parents/carers. The newsletter is sent home by email and is also available on our website and via the Sentral app.

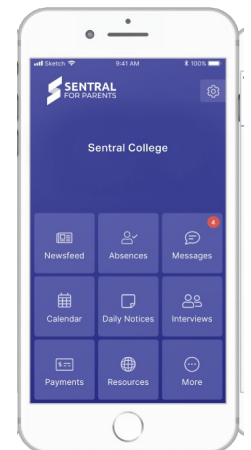
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Parent App

The Sentral for Parents app will keep you fully informed about everything happening at the school and make it easier than ever for you to manage your child's education - anytime, anywhere.

Download the Sentral for Parents app from the Google Play store or Apple App store.

You will need to register using the Parent Sentral Portal with your unique access key. Further information and your unique access key can be provided by the office.



P&C Association

The Smithfield West Public School Parents and Citizens Association is an important part of the school. Meetings are held twice a term, commencing at 9.10am in the staffroom. Parents are notified through the newsletter and Sentral app and are most welcome to attend. These meetings are an opportunity to meet other parents and to have input into projects which are priorities for the school. Membership is \$3.00 and will allow you voting rights.

Parking

Parent/Carers are asked not to drive into the school grounds to pick up or drop off their children. Everyone should be aware of and adhere to the restricted parking zones and speed limits around the school.

Parent/Teacher Information Meeting

Early in Term 1, parents are invited to an information meeting to meet the teacher and gather information relating to routine, organisation and expectations. This is a valuable forum that paves the way for parents and teachers to work together in partnership for the benefit of each child. Your attendance is strongly encouraged.

Payments

The following forms of payment are accepted for school expenses:

Cash/cheque – the correct amount must be placed in a sealed envelope, clearly labelled with the child's name and class, the amount enclosed and the purpose.

Eftpos – can be accessed at the front office.

Online – payments using either a Visa or Mastercard credit or debit card can be used via a secure payment page hosted by Westpac. The portal can be found on the home page of the school website under the "Make a Payment" tab. For student activities, a signed permission note must be provided with the online receipt number recorded.

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Permission to Publish

At Smithfield West Public School, we endeavour to promote to a wider audience the positive and interactive learning environment of our school and its community. To be able to do this, we publish a variety of student work samples and other promotional materials including photographs of students on the school website, Facebook page and other media outlets such as the local newspapers. Permission is obtained upon enrolment and remains effective until notification is received from the parent.

Photos

Class groups, special groups and individual photographs are taken annually by professional photographers, usually in Term 1.

Preschool

Fairfield City Council operates a preschool on the school grounds five days per week between 9.00am and 3.00pm. For information, phone 0437 145 805.

Reporting to Parents

Ongoing assessment forms the basis of our student reports, which are sent home in June and December. Parent/Teacher interviews are held in Semester 1. They allow parents/carers to hold a private discussion with their child's teacher. Interpreters are available upon request.

If you would like information regarding your child's progress at any time, please contact the class teacher.

Safety In and Around the School

This is an area of utmost importance and concern to us. The following needs to be observed:

- All visitors and volunteers must come to the school office and sign in before proceeding;
- 40km speed zones and parking restrictions around the school;
- Schools are alcohol free zones during school hours and when students are present; and
- Any issue between students needs to be dealt with by the class teacher in the first instance. Parents/carers must not approach another student on the school grounds or while they are travelling to and from school.

School Administration and Support Staff (SAS)

The friendly and obliging SAS staff in the school office are available to help with any enquiries you may have concerning enrolments, transfers and any other administration or general concerns. They can be contacted between 8:30am and 3:15pm.

Smithfield West Public School

School Creed

This is our school, let peace dwell here
Let the school be full of contentment,
Let love abide here.

Love of one another
Love of mankind
And love of life itself.

Let us remember, that as many hands build a house
So many hearts make a school.

School Development Days

The Department of Education allows for each school to participate in five of these days each year. They are held on the first two days of Term 1, the first day of Terms 2 and 3 and the last day of Term 4. Students are not required to attend on these days.

School History

Smithfield West Public School opened on 30 June 1964 with 24 students. It grew rapidly to approximately 1000 enrolments by the late 70s. In November 2021, our enrolment was 314. There is a wonderful cultural mix of family backgrounds and this is one of the features that make us such a special school.

School Hours

School hours are from 8:30am to 3:00pm. Students are encouraged to arrive at school after the first morning bell rings at 8:30am. Students arriving before this time are required to sit under the COLA in the morning assembly area and are not under direct supervision until the duty teacher comes out.

At the end of the day, students are expected to leave the school promptly and go directly home.

Starting time	8:55am
Recess	11:00am - 11:20am
Lunch (supervised eating)	1:10pm - 1:20pm
Lunch (play)	1:20pm - 2:00pm
Finishing time	3.00pm

Smithfield West Public School

School Motto

"Deeds Not Words", has been the motto since our inception. The lamp on the school crest signifies the "Light of Learning".

Students are proud of their own motto - "Smithfield West - The Best in the West".

School Song

Proudly sing of Smithfield West,
Endeavour there to give our best.
In defeat or victory, no matter what the task may be.
With courage and determination
We will one day lead our nation
By the ideals practised here
By values that we hold so dear.
Scholarship of highest order
Sportsmanship that knows no border,
Friendship based on love and trust
Devotion to things true and just.

School Swimming and Water Safety Program

The school offers a swimming scheme for all students from Years 2-6 each year. This two week, elementary learn to swim program is designed for students who have not reached a satisfactory standard of water safety. Swimming instructors are employed by the Department of Education for the program.



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School Uniform

Smithfield West Public School takes pride in the appearance of its students who are expected to wear their uniform at all times. If there are circumstances that prevent a student from wearing their uniform on a particular day, parents are asked to contact the Principal.

School uniforms, both new and pre-owned may be purchased from the school. The uniform shop is open both in the morning and afternoon every Tuesday and Wednesday. Alternatively, you can contact the school office and place an order over the phone.



Boys

Summer

green/white polo shirt/grey shorts
grey socks/black shoes/black sneakers
school hat

Winter

bottle green trackpants
grey long trousers/grey shorts
green/white long sleeve polo shirt
bottle green sloppy joe/jacket
grey socks/black shoes/black sneakers
school hat

Sport

bottle green shorts, bottle green/white polo shirt
school hat

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Girls

Summer

green/white check uniform or
green/white polo shirt /bottle green skorts
white socks/black shoes/black sneakers
school hat

Winter

bottle green trackpants, pants
green/white long sleeve polo shirt
bottle green sloppy joe/jacket
white socks/black shoes/black sneakers
school hat

Sport

bottle green sport skirt/shorts/skorts
bottle green/white polo shirt
school hat

hair ribbons - green/white

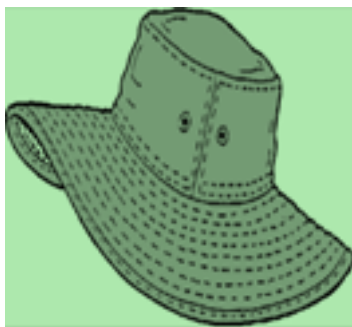
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School Sunsmart Policy

The school promotes sunsmart behaviour in accordance with Cancer Council guidelines. The wearing of a **school hat** is compulsory and parents **MUST** ensure their children have one every day, together with sunscreen in the summer months.

Students representing the school in any academic, sporting or cultural activity, or attending a school excursion must be in correct uniform including a school hat.

The three styles of hats below are available from the school office and are part of our school uniform.



Security

Unauthorised people are not permitted on the school grounds. All parents and community members are asked to protect our school by reporting suspicious, unauthorised activities to Fairfield Police (9728 8399) or School Security (1300 880 021).

During school hours, all visitors must enter through the electronic pedestrian gate leading to the school office, sign in using the Smithfield West QR code and obtain a visitor's pass for identification.

The school gates are locked between 9:00am and 2:45pm.

Smoking Policy

All NSW Department of Education buildings, grounds and enclosed areas are **non-smoking areas**. This includes gardens, sports fields, cars and carparks.



Smithfield West Public School

Some Things We Do

- Excursions and incursions;
- Public Speaking K-6;
- Debating;
- Student leadership;
- Choir;
- Dance;
- Spelling Bee;
- Speech Pathology program; and
- Primary School's Sports Association (PSSA) competitions.



Special Events

The school highlights special events each year and encourages all students to be involved. These may include: ANZAC Day, Book Week, Education Week, Grandparents Day, swimming, cross country and athletics carnivals, Year 6 graduation, celebration assemblies, Harmony Day and Remembrance Day.

These events are celebrated by involving students, parents and the community. Advance notice is given in the newsletter.

Special Religious Education (SRE)

Visiting clergy and SRE teachers attend the school each Thursday to conduct lessons. Students are placed in religious groups using the information provided by parents upon enrolment. Written notification is required if circumstances have changed. Anglican, Catholic and Islamic classes are currently offered. Students not attending SRE classes are supervised by classroom teachers and complete revision activities.

Sport and Physical Education

K-2 students participate in a regular physical education program which aims to promote skills, fitness, enjoyment and participation. Activities may include aerobic exercises, dancing, games, fun runs and sport. An annual K-2 athletics carnival is held and family and friends are most welcome to attend.

In Years 3-6 students are involved in more organised sporting activities which include the development of game skills, fitness, dance and school and inter-school sport (PSSA).



Annual carnivals for students 8 years and older are held in swimming, cross-country and athletics.

Every student and teacher has been allocated to one of four sport houses, each led by a sport captain. Siblings are placed in the same house.

Our sport houses are **Bilinga** (Blue), **Girralong** (Green), **Goonawarra** (Yellow) and **Rakumba** (Red).

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Student Leadership

In Term 4 students and teachers elect School Captains and Prefects for the following school year. Each sporting house elects a Captain. All Stage 3 students are considered to be school leaders. Leadership is a strong focus in the school and is used to develop good citizenship in all our students.



Student Requirements

A list of stationery requirements required for each stage will be sent home in the first few weeks of the school year. Books are supplied to all students (except homework books) and pencils, rubbers and rulers to those in Early Stage 1 and Stage 1. It is expected that all students have a bag suitable for library books and home readers. From time to time, individual teachers may require some additional materials to be brought in.

Technology

Smithfield West is equipped with interactive flatscreens in every classroom. Students have access to ipads, laptops, chromebooks 3D printers and robotic technology to enhance their learning. Wireless internet is provided throughout the school for school devices.

Voluntary School Contributions

A voluntary school contribution is requested at the beginning of each year. These funds help to meet some of the costs of resources and consumable materials used by students each year. Whilst these contributions are minimal, they are certainly beneficial to the school. A receipt is issued for all payments.

In 2022 these contributions have been set at:

\$50 for the first child

\$80 for the family (two or more children)

Wet Weather

On wet mornings, before school, students assemble under their respective COLA. If the rain is very heavy, students will be directed to their classroom.