

# Speers Point Public School Information Book



## **Acknowledgement of Country**

We would like to acknowledge the Awabakal Nation and their people. Awabakal Elders listened to the environment and its needs so that we can thrive, enjoy and protect each other, animals and land. We learn, work and play, grow and make friends on this land. We pay our respects to Elders past, present and emerging, and recognise that the land has been affected and changed over time. We appreciate being welcomed by those who have cared for it for centuries.





## Important Details

- Address:** Bell St, Speers Point, NSW 2284
- School Phone:** (02) 49581230
- Email:** [speerspt-p.school@det.nsw.edu.au](mailto:speerspt-p.school@det.nsw.edu.au)
- Website:** [www.speerspt-p.schools.nsw.gov.au](http://www.speerspt-p.schools.nsw.gov.au)
- OOSH Details:** [www.bigchildcare.com](http://www.bigchildcare.com)
- Office Hours:** 8.30am – 3.15pm
- School Times:**  
**8.30am** Playground supervision commences  
**9.00am** Start of School  
**11.05am-11.45am** Lunch (10mins eating time)  
**1.25pm-2.00pm** Recess (10mins eating time)  
**3.00pm** End of School Day
- School Terms:** 4 terms every year of approximately 10 weeks.  
For accurate dates see QR code
- Principal:** Chris Payne
- Executive Staff:** Rebecca Torpey, Sara Metse,  
Kate Musialik, Suzanne Mills, Lisa Schubert.





# School Vision

To be leaders in inclusive, individualised and innovative learning.

## Principal's Message

Welcome to Speers Point Public School! We are delighted to have you join our vibrant school community, and we look forward to embarking on this exciting journey together.

As your child begins their educational adventure, we want to assure you that our dedicated staff is committed to providing a safe, nurturing, and inclusive environment. At Speers Point, we believe that every child is unique and brings their own strengths and talents to our school. Our goal is to support each student in reaching their full potential, both academically and personally.

Starting school is a significant milestone for both children and parents. We understand that this transition can come with a mix of excitement and nervousness. Rest assured, our team is here to help every step of the way. We encourage open communication, so please feel free to reach out with any questions or concerns. We are here to support you and your child as they settle into their new learning environment.

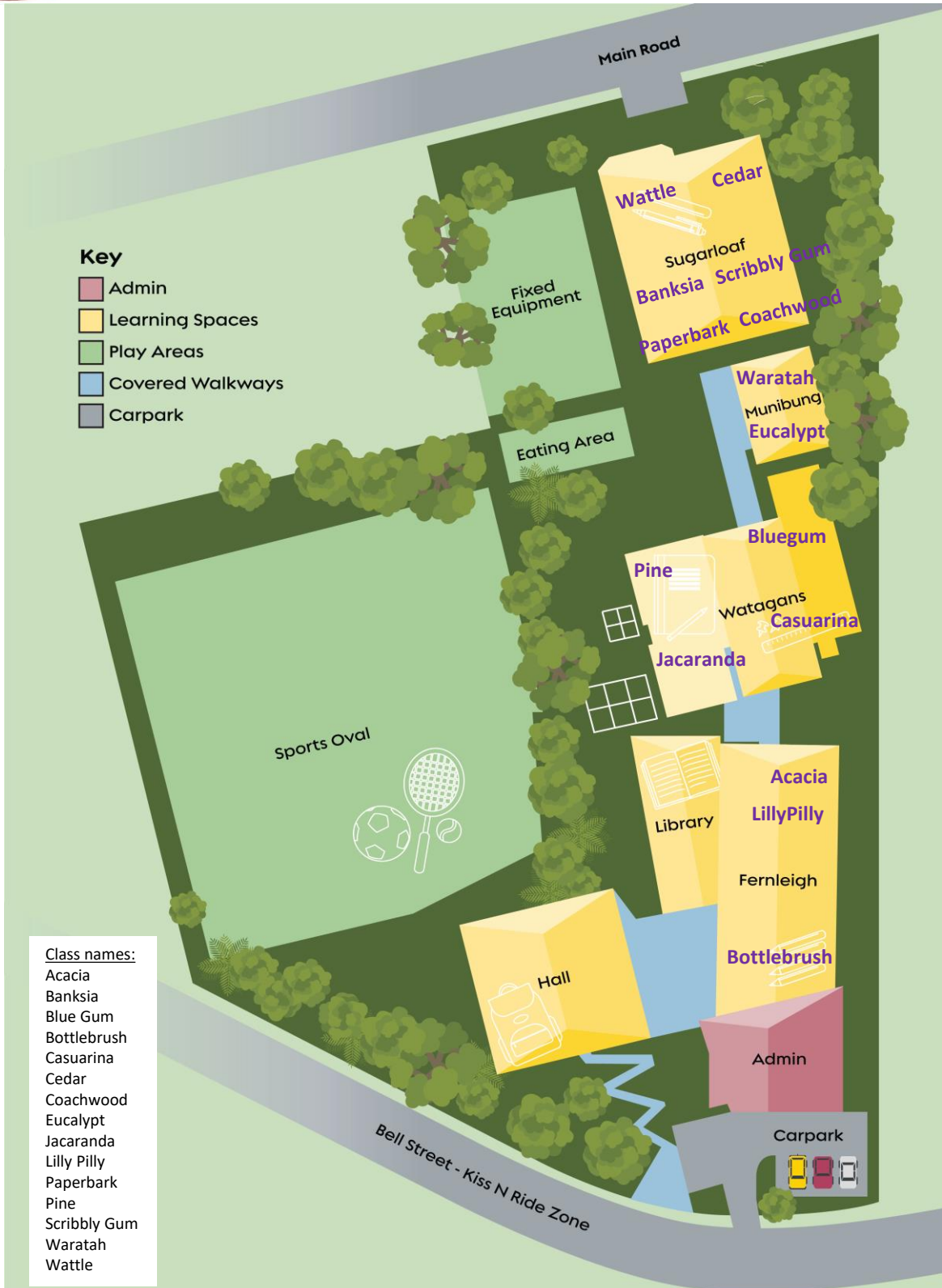
We also invite you to become actively involved in our school community. Your participation in school events, activities, and volunteer opportunities helps to strengthen the bond between home and school. Together, we can create an enriching and supportive environment for all our students.

Thank you for choosing Speers Point Public School for your child's education. We are excited about the year ahead and look forward to a wonderful partnership with you and your family.

Chris Payne  
Principal  
Speers Point Public School



# School Map





# The A-Z of School Life

## Absences

If your child is not able to attend school, please ensure you advise the office prior to their first absent day with a reason. This can be done via School Bytes Parent App, phone call or email before 9am. If a reason has not been received by 9am your child will be recorded as absent, you will be sent a text message to justify your child's absence which needs to be completed within 7 days. You may also write a note for the class teacher or log your absence through the School Bytes Parent App. Long absences (more than a week) such as family holidays will need to be approved, and an 'Extended Leave Form' will need to be completed stating the dates of absence. The 'Extended Leave Form' is available on the school website or Administration can email a copy.

## Accidents and Allergies

Students have Ambulance cover under Department policy, in case of accident or serious injury whilst on school grounds. If your child suffers from allergies, please advise us and complete the necessary first aid paperwork. If your child has anaphylaxis, the essential paperwork, completed by a doctor must be provided to the school so we have an appropriate management plan. Some students at Speers Point Public School suffer from a range of allergies and anaphylaxis to certain foods. Whilst we cannot 'ban' any foods, please be mindful of this when packing food for your child. Each year class teachers will advise parents of any specific allergies within each cohort. Please encourage your child to NOT share food with any other students to ensure safety around food allergies.

## Acronyms

COLA – Covered Outdoor Learning Area  
Infants – Kindergarten to Year 2  
K/Early Stage One – Kindergarten  
LAST – Learning and Support Teacher  
LST – Learning Support Team  
NSW DoE – New South Wales Department of Education  
OOSH – Out Of School Hours care  
PBL - Positive Behaviour for Learning  
PLP – Personalised Learning Pathways  
PLSP – Personalised Learning Support Plan  
Primary – Years 3 to 6  
PSSA – Primary Schools Sports Association  
SLSO – Student Learning Support Officer  
SPPS – Speers Point Public School  
Stage One – Years 1 & 2  
Stage Two – Years 3 & 4  
Stage Three – Years 5 & 6



# The A-Z of School Life

## Assemblies

Assemblies are held every fortnight. Days and times of assemblies will be communicated at the start of each school year. Other special assembly details are communicated to the school community in advance.

## Assessment and Reporting

School reports are provided at the end of each semester (end of Term 2 and Term 4) and detail student achievement against all Key Learning Areas and other personal learning goals.

## Award System

Our PBL reward and award system has several levels that reward and award students for positive behaviour choices both short and long term.





# The A-Z of School Life

**Before and After School Care** – see OOSH

## **Best Start Assessment**

Best Start Assessment is conducted in the first few weeks of kindergarten. The assessment gives a snapshot of where your child is sitting in terms of their early literacy and numeracy skills prior to beginning instruction at school. Results from this assessment are released to parents during Term 1.

## **Bike and Scooter safety**

If your child rides their bike or scooter to school, they must wear a helmet and adhere to road rules on their way to and from school. Once in school grounds, bikes and scooters are to be dismounted and walked carefully to the designated bike areas.

## **Book Club**

Scholastic Book Club catalogues are sent home every month. Parents and Carers can order books from Book Club via the payment instructions given by Scholastic.

## **Curriculum**

Kindergarten to Year 6 focus on six Key Learning Areas: English, Mathematics, Science and Technology, History and Geography (HSIE), Personal Development, Health and Physical Education (PDHPE), and Creative Arts.

## **Easter Hat/Crazy Hair Parade**

SPPS celebrate the end of Term 1 with an Easter Hat or Crazy Hair Parade. Keeping in mind the diversity of our students, we are inclusive of those that do not participate in Easter traditions and celebrate with them through a crazy hair option. The parade is a great community event with lots of prizes, raffles and other fundraising.



# The A-Z of School Life

## Excursions/Incursions

Excursions and incursions occur for all Stage groups over the year. Notes and payments (if needed) are provided with notice to parents and carers and are required to be finalised by the due date given. All information will be sent via the School Bytes Parent Portal.

## Fees

Student voluntary contributions assist the school to purchase many resources for learning across all stages. Voluntary contribution requests are sent to families during Term 1. Statements with outstanding amounts will be sent home as needed. If you require student financial assistance, please speak with Administration.

## General Permission Note

The General Permission Note covers:

- Local excursions (walking excursions)
- G and PG movies
- Permission to publish

The General Permission note is in electronic form and will be emailed out at the beginning of term 1 each year.

## Hat wearing policy

Following the guidelines of the Cancer Council of Australia, SPPS has a **'no school hat, play undercover'** procedure. Hats are an essential part of our uniform and this policy is enforced all year round. We also strongly recommend the use of sunscreen.





# The A-Z of School Life

## Home Readers

Home readers are available for students in Kindergarten to Year 2. Each class has access to a collection of home readers that can be exchanged during times determined by the classroom teacher. Home readers are useful for consolidation of reading skills at home.

- Award for 50 nights of reading: Certificate and bookmark.
- Award for 100 nights of reading: Certificate and book.

## Kiss and Ride

Our 'kiss and ride' area is directly outside the front gate of the school and is signposted. The 'kiss and ride' zone is legally a 'no parking' space, which extends along the entire length of the school. This means you cannot be more than 3 metres from your car and there for less than 5 minutes. The 'kiss and ride' zone goes southbound from 8<sup>th</sup> St to Park St. If you are travelling in the opposite direction, you are responsible for parking safely and legally and walking across the road with your children to drop them off or collect them.

## Late arrivals

All late arrivals (any time past 9am) are to attend Administration to get a late slip. Late arrivals also require a justification so please attend the office with your child to provide your justification.

## Library

Our school library is well stocked and available for students to borrow from. All students must use a library bag (one is provided at the start of Kindergarten, or you can purchase from Administration) to facilitate the safe keeping and transport of borrowed books.

## Lost Property

Lost property collected on school grounds or brought back from outside events will be stored under the Watagans COLA in a Lost Property tub. Please ensure all school items are clearly labelled so they can be returned to your child if lost.



# The A-Z of School Life

## Mac's Mini Mates

A playgroup session is hosted by SPPS teachers during Term 2 and 3. This is an amazing opportunity for 3-5 year olds to participate in fun activities and become familiar with our school and staff.

## Medication

If your child takes regular medication during school hours, please complete the necessary forms at Administration and ensure all medication is sealed in Webster packs to ensure safe storage and dosage for your child. All medication is to be delivered to the Administration office by an adult. Epipens and asthma puffers will be appropriately accessible for students alongside their doctor completed management plans. Other, short-term medication (such as antihistamines, Panadol or antibiotics) can also be stored at school once the appropriate paperwork is filled at Administration.

## Mobile Phones

Student mobile phones are to be handed to Administration on arrival at school. Phones are kept in a secure location for the duration of the school day and handed back at home time. Students are not to take photos or videos of themselves or other students whilst on school grounds.

## Money/notes

Money and permission notes are to be paid and returned by the due date. Options for payment include:

- Money and note in an envelope handed to Administration
- Online payments via the School Bytes Parent App
- Permission can be granted via School Bytes Parent App



# The A-Z of School Life

## Morning Routines

Students must not be on school grounds prior to 8.30am unless they are in the care of OOSH. Staff are on duty from 8.30am to supervise the following areas:

- Kindergarten students leave bags on their classroom hooks and gather at Fixed Equipment and/or Waratah Garden
- Years 1 & 2 leave bags under the Watagans COLA and proceed to Fixed Equipment and/or Waratah Garden
- Years 3-6 leave bags on classroom hooks and stay under the Fernleigh COLA

Morning Assembly commences at 9am under the Watagans COLA. If your child arrives after 9am, they are required to have a late note from Administration.

## NAPLAN

The National Assessment Program – Literacy and Numeracy (NAPLAN) is done every year for students in Years 3 and 5. It is usually conducted in Term 1.

## Newsletters/Principal communication

Regular News Updates are sent out to families with important information and updates on school events. This is sent via the School Bytes Parent App.

## OOSH

Out Of School Hours care is run by the external company 'Big Childcare' and caters for students before school from 7am and after school until 6pm. Please contact Big Childcare for further information and bookings. [www.bigchildcare.com](http://www.bigchildcare.com)

## Orientation

Kindergarten Orientation is run during Term 4 of the year prior to your child beginning school. Each Friday for 3 weeks, your child will attend orientation for 1.25 hours and participate in activities, get to know the school routines and teachers and make some new friends before beginning Kindergarten. During this process, the Principal will host a parent information session, and opportunities will be provided to meet one-on-one with staff if required.



# The A-Z of School Life

## P&C

Parents and Citizens group meet twice a term, on the Monday of Weeks 3 and 8. The P&C are responsible for many fundraising events across the school as well as the canteen and other committees that support the needs of the school, teachers and students.

## Parking

During school hours, the school gates are locked and if you need to access the school, parking on Bell St is the best access point. Utilise the gate intercom to gain access to school grounds. Please adhere to all other parking signage both on Bell St and Main Rd. The school carpark at the front of the administration building is strictly for staff and maintenance vehicles and selected student transport vehicles.

## PBL

Positive Behaviour for Learning (PBL) is an evidence-based framework that brings together the whole-school community to contribute to developing a positive, safe and supportive learning culture. The framework assists the school to improve social, emotional, behavioural and academic outcomes for children and young people.

Our PBL mascot is Mac the Eagle, and he showcases our four school expectations of being a Safe, Respectful, Responsible, Achiever.



## Sick at school

If your child becomes unwell at school, they will be sent to the sick bay for monitoring and parents or carers contacted to collect your child.

## Sport

Sport takes place on Fridays each week. Students participate in combined K-2 or 3-6 sport sessions. At times, the school may receive funding that allows for external professionals to run sport for specific skills.



# The A-Z of School Life

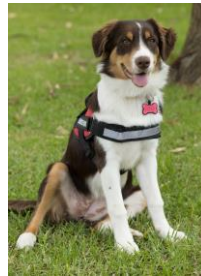
## Staff Development Days

These are pupil free days mandated by the Department of Education to assist with planning and development of teachers and support staff. Generally, these occur at the beginning of Terms 1-3 and the final 1 or 2 days of Term 4. Alternative care arrangements for your child need to be facilitated by parents on these days.

## Support Dogs

Jean is a registered therapy animal who provides support to students in need across the school. She lives with our Assistant Principal, Miss M and attends school 3 days per week.

Millie is in training to be a support dog under the care of our principal Mr Payne.



## Transport (Support Unit)

If your child is in the Support Unit, they may be eligible for transport services. Please speak with Administration if you wish to apply for this for your child.

## School Uniform

SPPS has a uniform guide available on the School website. It is important that the school uniform standards are adhered to. Uniforms are available for purchase from Administration.

## Volunteers

Volunteers or classroom helpers (who are a parent/carer or close relative of a student) are required to complete a digital 'Declaration for Child Related Workers' which will be sent via email upon request at the Administration office. Please sign in through Administration on Bell St prior to coming into the classroom or canteen. <sup>13</sup>