ST ANDREWS PUBLIC SCHOOL

Address: 89 Ballantrae Drive St Andrews NSW 2566
Telephone: (02) 9603 1333
Fax: (02) 9820 3127
Principal: Mr Richard Batty
Email: standrews-p.school@det.nsw.edu.au
Website: www.standrews-p.schools.nsw.edu.au
Office Hours: 8.30am – 3.30pm Monday – Friday
History of St Andrews

St Andrews was chosen as a name because the western extent of the new suburb stood on the old St Andrews property of Andrew Thompson, one of the most prominent citizens of the early colony.

Thompson was transported to NSW as a convict in 1792 for burglary. On his arrival he was ironically made a constable on the Hawkesbury River and won a pardon. During the floods of 1806 and 1809 he personally saved over 100 lives and drew high praise from Governors King and Bligh.

By the time he was 37 years old, the canny Scotsman had extensive land, stock, ship and business interests. From 1809, he developed a close friendship with fellow Scotsman, Governor Lachlan Macquarie, and named his St Andrews farm after the patron saint of their home country.

When Thompson died in 1810 due to health problems caused by the flood rescues, he had bequeathed a quarter of his estate to Macquarie. Although of high rank, the governor was not a wealthy man.

Macquarie later visited St Andrews to inspect his sizeable inheritance, noting its fine rich soils, farmhouse and paddocks stocked with sheep and cattle.

Given this tartan-clad history, Campbelltown Council decided in 1976 to name all streets in the suburb after Scottish place names. This was to honour a Highland township which Council had been forging close links with - the Burgh of Campbelltown.

St Andrews Public School opened in 1978.
<table>
<thead>
<tr>
<th>Term</th>
<th>Term dates 2015</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Tuesday 27\textsuperscript{th} January – Thursday 2\textsuperscript{nd} April, 2015</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 20\textsuperscript{th} April – Friday 26\textsuperscript{th} June, 2015</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 13\textsuperscript{th} July – Friday 18\textsuperscript{th} September, 2015</td>
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<tr>
<td>Term 4</td>
<td>Tuesday 6\textsuperscript{th} October – Friday 18\textsuperscript{th} December, 2015</td>
</tr>
<tr>
<td>* DEC School Development Days</td>
<td>First day of Term 1. First day of Term 2. First day of Term 3. Last two days of Term 4.</td>
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<table>
<thead>
<tr>
<th>Term</th>
<th>Term dates 2016</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Wednesday 27\textsuperscript{th} January – Friday 8\textsuperscript{th} April, 2016</td>
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<tr>
<td>Term 2</td>
<td>Tuesday 26\textsuperscript{th} April – Friday 1\textsuperscript{st} July, 2016</td>
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<tr>
<td>Term 3</td>
<td>Monday 18\textsuperscript{th} July – Friday 23\textsuperscript{rd} September, 2016</td>
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<tr>
<td>Term 4</td>
<td>Monday 10\textsuperscript{th} October – Tuesday 20\textsuperscript{th} December, 2016</td>
</tr>
<tr>
<td>* DEC School Development Days</td>
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OUR SCHOOL MOTTO

Live to Learn

SCHOOL SONG

To live with dignity and pride
We strive from age to age
McGregor, Wallace
Bruce and James
Our Scottish heritage
To grow in courage, honesty and strength
Our hearts do burn,
Our loyalty we give to you
St Andrews - Live to Learn
<table>
<thead>
<tr>
<th>Time</th>
<th>School Daily Timetable</th>
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<tbody>
<tr>
<td>9:10am</td>
<td>School Commences</td>
</tr>
<tr>
<td>11.20 – 11:30am</td>
<td>Lunch Eating time</td>
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<tr>
<td>11:30 – 12.10pm</td>
<td>Lunch Break</td>
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<tr>
<td>1:50 – 2:10pm</td>
<td>Recess</td>
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<tr>
<td>3.00pm</td>
<td>Kindergarten Dismissal</td>
</tr>
<tr>
<td>3:10pm</td>
<td>Years 1 – 6 Dismissal</td>
</tr>
</tbody>
</table>

**SCHOOL HOURS**

Lessons commence each day at 9.10 a.m. and conclude at 3.10 p.m.  
Parents are asked to make arrangements to meet children promptly at dismissal time.  
Please remember that there is no supervision before 8.40 a.m. each day and parents are requested not to send children to school before that time.

**MORNING ROUTINE**

After 8.40 a.m. children proceed to morning play areas:  
Primary - Canteen quadrangle and courtyard area in front of Primary Classroom block.  
Infants - Cement area in Infants courtyard.  

The assembly bell will ring at 9.10 a.m. each morning.  
**Wet weather:** Children move to covered areas closest to rooms. Teachers will begin classroom supervision from 8.40 a.m. If your child arrives at school before 8.40 a.m., they are **ALL** to proceed straight to the Primary COLA area and remain seated until the teacher begins supervision at 8.40 a.m.
AFTERNOON DISMISSAL

Each class will be dismissed by their teacher at their designated area.

Kindergarten classes are dismissed from their rooms at 3.00 p.m.

Years 1 and 2 proceed to the front of the hall for dismissal at 3.10pm.

Years 3 to 6 are dismissed from their classrooms at 3.10pm.

Dismissal is the same in either wet or dry weather.

Parents or guardians should wait for their children next to their child’s dismissal area, but close to the front of the school.

Please leave all paths free for the children leaving our school grounds.

The school does not provide supervision for students after 3.10 p.m.

SUPPORT UNIT DISMISSAL

Children in the Support Unit, requiring taxi transport are taken by a staff member to taxis waiting in the school car park at 2.50 p.m. Any parent collecting their child meets them at their classroom. Children going home independently wait with the class teacher until the dismissal bell rings.

Although the school facilities are used extensively after school by organised groups,

UNAUTHORISED USE OF SCHOOL GROUNDS is not permitted.
SCHOOL UNIFORM

Uniforms can be purchased through the School Office during the following hours:

- Mondays 8.30 – 10.30 & 2.30 – 3.30
- Wednesdays 8.30 – 10.30 & 2.30 – 3.30
- Fridays 8.30 – 10.30 & 2.30 – 3.30

Summer Uniform – Term 1 and Term 4
Winter Uniform – Term 2 and Term 3

Second Hand Uniforms

The Parent Body holds a sale approximately once a term selling second hand school uniforms. Please check the newsletter or webpage for details.

Girls Summer Uniform

Blue, yellow & white check dress or culottes with lemon polo shirt (with school logo), available from school office
Black shoes and white socks
Navy blue jacket (with school logo), available from school office
Navy blue hat (with school logo), available from school office

Boys Summer Uniform

Navy blue shorts
Lemon polo shirt (with school logo), available from school office
Black shoes and navy socks
Navy blue jacket (with school logo), available from school office
Navy blue hat (with school logo), available from school office

Girls Winter Uniform

Navy blue trousers or track pants
Lemon polo shirt (with school logo), available from school office, or lemon skivvy or lemon blouse
Navy blue and yellow check A-line tunic, available from school office
Black shoes, white socks or navy tights
Navy blue jacket (with school logo), available from school office
Navy blue hat (with school logo), available from school office
Boys Winter Uniform
Navy blue trousers or track pants
Lemon polo shirt (with school logo), available from school office, or lemon skivvy
Black shoes and navy blue socks
Navy blue jacket (with school logo), available from school office
Navy blue hat (with school logo), available from school office

Girls Sports Uniform
Blue and yellow sports shirt (with school logo), available from school office
Blue and yellow shorts, available from school office
White/black sport shoes and white socks
Blue and yellow sports jacket (with school logo), available from school office
Navy blue hat (with school logo), available from school office
Navy blue track pants
PSSA only – sport team socks

Boys Sports Uniform
Blue and yellow sports shirt (with school logo), available from school office
Blue and yellow shorts, available from school office
White/black sport shoes and white socks
Blue and yellow sports jacket (with school logo), available from school office
Navy blue hat (with school logo), available from school office
Navy blue track pants
PSSA only – sport team socks

Jewellery
Students are allowed to wear a watch and stud or sleeper earrings. Gloves, scarves, hair ties etc. should be in school colours. Students are not permitted to wear make-up, acrylic nails, perfume, nail polish, necklaces or bracelets. It is a Work, Health & Safety requirement that students do not wear jewellery that can cause themselves or other students harm.

Thongs are definitely not permitted
REQUIREMENTS FOR ENROLMENT

As parents and caregivers you will need to bring these documents to the school:

For children already enrolled in a NSW public school we require:

- proof of your child's address - originals of different documents such as your council rates notice or residential lease and electricity bill, family law or other relevant court orders (if applicable)

Starting Kindergarten

Your child can start Kindergarten at the beginning of the school year if they turn five on or before 31st July in that year. By law, all children must be enrolled in school by their sixth birthday. Because students start new work in their new class at the beginning of the school year, it would be an advantage for your child, both socially and educationally, to start school as soon as possible in the new year.

If your child has not been previously enrolled in a NSW public school, you will need to bring these documents with you:

- your child's birth certificate or identity documents
- proof of your child's address - originals of different documents such as your council rates notice or residential lease and electricity bill, letter from a solicitor if just moving in
- New regulations by the New South Wales Health Department require an Immunisation Certificate to be completed and presented at school before enrolment can be completed. Your local doctor, Community Health staff and Local Council or Medicare offices can issue these certificates.
- family law or other relevant court orders (if applicable)

If your child is not a permanent resident you will also need to provide:

- passport or travel documents
- current visa and previous visas (if applicable)

It's important that you tell the principal if your child has any special circumstances, allergies, health or medical conditions, before your child starts school. These circumstances may require that you provide additional documents.
The following documentation needs to be completed:

- a school enrolment form

**Custody Matters**

The Principal or Deputy Principal should be made aware of any legal custody matters relating to the well-being of your child. We can only act on legal documentation.

**Transfers**

If you have to move schools, the procedure is to write a letter that includes a forwarding address and the name of the new school your child will be attending.
ATTENDANCE

Regular attendance at school is expected for all students attending St Andrews PS. The Home School Liaison Officer monitors the attendance of all students at school.

Students are expected to be at school by 9.10 a.m.

Late arrivals must be signed in at the School Administration Office.

Students are **not** permitted to leave the school grounds from the time of arrival until 3.10 p.m. **without written** parental authority. This must be signed by the Principal. Children will **not** be released during the day’s lessons unless you have received a release slip **from the School Administration Office**.

If you are going to be late in picking up your child / children, please ring the school so that we may convey the message to the child’s teacher.

If you know that you cannot pick up your child / children at 3.10pm, please make alternate arrangements as supervision is not provided after 3.10pm.

ABSENCE FROM SCHOOL

For any absences from school parents are asked to send a written explanation promptly upon the child’s return to school. This note must be signed and dated by the parent / caregiver.

For a long term absence please contact the school by telephone and send a written explanation upon return.

If your child is absent due to a contagious childhood illness e.g. chicken pox, measles etc. the school must be informed immediately.

An exemption of a long term absence can be approved by the Principal. Please contact the office for the correct form.
HEALTH

Immunisation

The Department of School Education strongly recommends that you ensure your child receives their immunisation boosters before they commence school.

Medication

If children are unwell, the best place for them is at home. If they do require medication whilst at school, the parent/caregiver or the child is responsible for the care and administering of it themselves.

If a child requires medication at school parents need to contact the School Administration Office to request support for their child. There is a specific “Request for Support” form that needs to be signed.

IT IS BETTER TO ARRANGE MEDICATION SO THAT IT IS TAKEN AT HOME.

Any special health care (precautions, allergies, etc.) and any infection or disability, asthma, heart condition, diabetes etc. should be notified on the enrolment form OR, AS SOON AS DIAGNOSED, to the class teacher AND the office for their records. Personal Health Care plans are utilised, if required, to ensure your child’s health care needs are met.

Sick children

Children often become ill at school and they are cared for temporarily by the office staff. In these circumstances every attempt will be made to contact the parents. Because parents are often not at home, please leave at the office ALTERNATIVE phone numbers of contact persons who can care for your child in your absence. If your contact person needs to be changed please advise the school office as soon as possible with the new number.

Toilet

Please ensure that your child learns the healthy habit of washing hands after using the toilet. Please impress upon them the need to flush after use.

Peanut Allergy

There are a number of students in the school who have a severe allergy to products that contain nuts. We request that students do not bring to school any food that may contain nuts, especially peanut butter and Nutella.
IMMUNISATION

The Public Health Act of 1992 requires parents to provide documentary evidence of the immunisation status of all children enrolling in schools. You are required to provide the school with an immunisation certificate. This does not mean that immunisation is compulsory. However, in the event of an outbreak of a vaccine preventable disease, children who have not been immunised will be required to remain at home for the period of the outbreak.

All children should receive their booster injections before they start school.

**Common childhood diseases which may exclude children from school**

**CHICKEN POX:**
Exclude for at least seven (7) days after the first spots appear. Return when fully recovered.

**MEASLES:**
Exclude for five (5) days from the appearance of the rash or until medical certificate is provided.

**GERMAN MEASLES:**
Exclude for five (5) days from the appearance of the rash. Return when fully recovered.

**MUMPS:**
Exclude for ten (10) days from the onset of swelling.

**RINGWORM:**
Exclude until all evidence of the disease has disappeared or a medical certificate, stating that the lesions are inactive, has been produced.

**SCABIES:**
Exclude until all evidence of the disease has disappeared or a medical certificate, stating that the treatment has been successful, has been produced.

**HEAD LICE:**
Treat hair with an anti-lice lotion, available from the chemist. The hair must be combed with a fine toothed comb, and bed clothes and linen must also be treated.

**COLD SORES:**
Exclude until the cold sore has become crusted.

**IMPETIGO:**
Exclude until treatment starts. Sores should be fully covered with a watertight dressing.
RECOMMENDATIONS IN RELATION TO NUT PRODUCTS

Foods to avoid are:

* Peanut Butter  
* Nutella  
* Peanut & Nutella Dippers  
* Muesli Bars  
* Nuts  
* M&M’s  
* Eggs

The needs of those students with allergies attending St Andrews PS have been closely analysed. As a result, it is necessary to have in place *Administrative Procedures and Policies for Allergies and Anaphylaxis*. Anaphylaxis is “a severe rapidly progressive allergic reaction that can be life threatening unless treated immediately” (2001, Velencia Soutter, Anne Swain, Robert Loblay, Allergy Unit, RPA Hospital).

Our duty of care requires that all students at St Andrews PS are safe. Parents also need to feel confident about the safety of their children when they are at school.

When there are students enrolled at St Andrews PS who experience an anaphylactic reaction to particular food products, we need to prevent triggering a reaction by endeavouring to keep these triggering foods out of the school.

School rules state that children at school are not permitted to share or swap their own food or drink bottles with other children.
SCHOOL DISCIPLINE CODE

Our school discipline code clearly links actions and consequences to our school rules. In Term 1 of each school year all students are involved in a unit of work based on the school rules. Our school code of conduct and expectations of behaviour apply in the classroom, outside in the playground and out in the community.

If a student chooses to demonstrate inappropriate or continually poor behaviour then a behaviour form is filled in which indicates the misdemeanour, the child’s name and class as well as the actions taken by the teacher completing the form.

Our discipline system has 5 levels. A child can enter the system at any given level depending on their actions and behaviour.

- Level 1 is a warning level
- Level 2 involves 5 days 1st half lunch reflection and 5 days monitoring
- Level 3 involves 5 days full reflection (before school, lunch & recess), 5 days monitoring and exclusion from school events for 10 days.
- Level 4 is a suspension warning level. This level involves 5 days full reflection (before school, lunch & recess), 10 days monitoring and exclusion from school events for 10 days.
- Level 5 is a suspension level. This may involve a short suspension (up to 4 days), a long suspension (up to 20 days) or a return to school on partial attendance.

A child can be suspended at any time by the Principal if the behaviour shown by the student is violent or threatens other children or staff.

To encourage self discipline and control, teachers issue positive responses for thoughtful, caring and responsible behaviour. These are known as “GOOD NEWS AWARDS”. Please assist your children to save these as they can be “cashed in” to their class teacher for the following awards:

<table>
<thead>
<tr>
<th>5 Good News Awards</th>
<th>=</th>
<th>1 White Certificate</th>
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<tbody>
<tr>
<td>3 White Certificates</td>
<td>=</td>
<td>1 Blue Ribbon</td>
</tr>
<tr>
<td>3 Blue Ribbons</td>
<td>=</td>
<td>1 Principal’s Banner</td>
</tr>
<tr>
<td>2 Principal’s Banners</td>
<td>=</td>
<td>1 School &amp; Community Award &amp; Medallion</td>
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</table>

These awards are presented at school assemblies.

An invitation will be sent home for you to attend the Principal’s and The School and Community Assemblies as it is a very proud moment.
SUPPORT UNIT

1. The Support Unit consists of 5 classes. These serve the needs and provide education to students with learning and physical disabilities in the Campbelltown area.

2. The classes for students with disabilities are called “IO”, “IM” & “MC” support classes and have an age range of 5 to 13 years.

3. Each of the IO classes consists of up to 10 students with a specialist teacher. The teachers are supported by a Learning Support Officer.

4. The IM class consists of up to 18 children with a specialist teacher, supported by a Learning Support Officer.

5. The Multi Categorical class consists of up to 6 children with a specialist teacher, supported by a Learning Support Officer.

6. PROGRAMS AND SERVICES PROVIDED for students with moderate intellectual disabilities:
   - Infants level education program
   - Primary level education program
   - Integration program
   - Specialist student counselling service
   - Living skills program
   - High school transition program
   - Travel training program

7. The 5 support classes fully participate in all school activities. The regular contact between students with and without disabilities is an important and beneficial aspect of attending St Andrews PS.
SPORT

The school participates in activities and competitions throughout the year. Swimming, Cross Country, Athletics Carnivals and Gala Days are run by the school for Years 3 - 6 throughout the year. An Infants Sports Day is usually held in Term 3.

Sports days

Students in Years K - 2 participate in grade sport activities. These will be decided at the commencement of the year. You will be informed in the fortnightly newsletter of the day of the week that each grade will be doing sport.

SCHOOL HOUSE GROUPS

The school is divided into 4 houses for various competitions and Sport Carnivals.

HOUSE names and colours are:

BRUCE

James
McGregor
Wallace

A brief history of sport houses at St Andrews Public School and their house chants:

BRUCE

This house is named after Robert the Bruce of Scotland. He led the Scottish Army to a great victory over the English at the Battle of Bannockburn. He never gave up, even when everything was against him. It is said of Robert Bruce - ‘He never forgot his friends and often forgave his enemies.’

Roll out the carpet
Roll out the mat
Come on Bruce
Beat them flat.

B-R-U-C-E..................Bravo
**JAMES**

James IV was King of Scotland. During his reign he made sure that children received a good education and that everyone understood the laws of the land. James was a good and wise king and a brave leader of the Scottish Army.

Alligator, mincemeat

Crocodile Pie

V-I-C-T-O-R-Y

Win or lose

We'll pass the test

James will always do their best

Yeah - James.

**Mc GREGOR**

Robert McGregor was known as the ‘Robin Hood of Scotland’. He organised his clansmen to protect their land and cattle. He became an outlaw and led his band in helping the poor people. He was a gallant fighter who fought for his people and for what he believed was right.

Extra, extra, read all about it

McGregor will win

There's no doubt about it

McGregor, M-C-G-R-E-G-O-R-, McGregor

**WALLACE**

King Edward I invaded Scotland and declared himself the overlord of Scotland. The Scots wanted their own king and rose against Edward. Their leader was William Wallace, who gathered together an army and defeated the English at the Battle of Stirling Bridge.

He go, you go - who are we

Wallace, Wallace, can’t you see,

Zeeming, Zeeming off by par

W-A-L-L-A-C-E-

Yeah, Wallace, Yeah, Wallace
ST ANDREWS PUBLIC SCHOOL provides many services

SCHOOL COUNSELLOR
The School has access to the services of a School Counsellor. The School Counsellor may assess an individual student’s learning capacity by identifying a child’s ability or disabilities that may be affecting their learning. This information will assist the classroom teacher to better meet the needs of those identified children.

REPORTING TO PARENTS POLICY
At the commencement of each year a “Meet the Teacher night” is held where teachers give a general outline of aims and objectives for their class for the year and make specific mention of each Key Learning Area.

Teachers will prepare a written report in the middle and at the end of the year. The mid-year report will be followed up with a parent teacher interview.

SCRIPTURE
Visiting clergy give religious instruction to denominational groups each Wednesday morning. Students attend the scripture class nominated by parents on the enrolment form. If you wish to change your child’s scripture class, please do so in writing to your child’s class teacher. Students are not permitted to change classes without written confirmation from parents or caregivers.

<table>
<thead>
<tr>
<th>PRIMARY</th>
<th>9.20 a.m. to 9.50 a.m.</th>
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<tbody>
<tr>
<td>INFANTS</td>
<td>9.50 a.m. to 10.20 a.m.</td>
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All children will attend these classes unless a written request is received from parents. Children who are not permitted to attend religious instruction will spend this period under teacher supervision.

GUIDED READING
Guided reading involves students in supported reading of a text. At St Andrews PS, children from K-6 have the opportunity to participate in guided reading lessons. Teachers work with individuals or small groups of students who are at the same reading level. The decision on which type of guided reading is best for each student (individual or group) will depend on the needs of the student and may change over time.

Children progress through the levels as they demonstrate reading competency at the current level. The ultimate goal is that students become independent readers using reading strategies flexibly and without assistance.
BOOK CLUB
Book Club is a service made available to every child who attends our school. A brochure and order form is sent home with every child. Parents or children are to leave the completed order form and money in the Book Club box located in the Library. Books are then given to the children approximately 2-3 weeks later. The books are at budget prices so as to give every child the opportunity to buy. This is an excellent way to get children to read, and it also helps the school to obtain extra books for our library, which are then available for the children to borrow.

If there are any queries regarding this service please feel free to discuss it with the Library Staff.

CANTEEN
The school canteen is privately operated. The canteen strives to provide students and staff with nutritious food at a reasonable price.

As a time saver, a box is provided for lunch orders. Please provide correct money with the order. A canteen list is sent home at the beginning of each year. If prices change throughout the year, a new price list will be sent home. The canteen is open every day of the school year.

**Children must order lunches by 9.05 a.m. with the correct money if possible. Children are not permitted to use the shopping centre.**

PARENT BODY MEETINGS
Parent Body Meetings are just one way parents can become involved in their child’s school. The Principal is always in attendance and is only too pleased to answer any questions you may have regarding the operation of the school.

It is a good way to find out how the school runs and keep up to date with any new developments within the school.

The meetings are held on the first Tuesday of each month in the school staffroom at 5.30pm.

FUND RAISING COMMITTEE
A Fund Raising Committee operates within the school with the assistance of staff and interested parents. If you have a flair for fund raising you are welcome to join in.

PARENT HELPERS
To assist in the smooth operation of the school, many parents help out on a regular basis with activities such as reading, sport, excursions and fund raising. If you are available to assist in the school please contact the class teacher, the Principal or office staff. Helpers are always needed and very much appreciated. All parent helpers will need to have a current ‘Working with Children Check’. Please contact the office for more information.
COMMUNICATION

Communication between home and school can be improved if parents:

1. Read the school newsletters as it is our way of keeping you informed.
2. View our Website – www.standrews-p.schools@det.nsw.edu.au
3. Read the school electronic notice board.
4. Return all notices as requested.
5. Participate in school activities.
7. Attend planned Parent/Teacher evenings and interviews throughout the year.

ST ANDREWS PUBLIC SCHOOL NEWSLETTER

Newsletters will be emailed to parents and also published on our school website every second Tuesday. A hard copy can be collected from the school office. These contain reports about class activities and excursions, school events and items directly involved with your child’s education. Please let the office know of any changes to your details.

ACCESS TO TEACHERS

To ensure that we know who is on school premises, please call into the office to seek permission to visit a classroom. Please cooperate in this matter as problems arise when parents visit rooms during school hours. Appointments can be made at a mutually convenient time.