

# PARENT INFORMATION BOOKLET

GLENBROOK PUBLIC SCHOOL



2021 - 2022



*Together, achieving excellence and equity through high expectations and shared responsibility.*

# WELCOME TO GLENBROOK PUBLIC SCHOOL

By selecting Glenbrook Public School for your child you have chosen a wonderful school which gains outstanding results and has a reputation for strong student wellbeing practices.



## ABOUT OUR SCHOOL

Glenbrook is a dynamic school that develops the skills, knowledge and values that students need to lead productive and rewarding lives. Our professional and caring teachers provide an excellent education for all students in our community. Strong academic programs, highly dedicated staff and excellent facilities offer your child the very best opportunities for success.

Situated in the foothills of the Lower Blue Mountains, our school is well resourced with current technology, spacious air conditioned classrooms and shaded play areas.

Our students prosper in a safe, inclusive and nurturing learning environment that develops respect, understanding and responsibility. We have an effective student wellbeing program with a focus on social skills, decision making, citizenship and positive relationships.

At Glenbrook Public School we believe in developing strong relationships between home and school. Parents are encouraged to be active participants in school decision making and have valued input into the education of their child.

Parents receive regular information about school programs and activities through the school website. Opportunities are available for parents to meet teachers and discuss student progress throughout the year.



## PROFESSIONAL AND CARING TEACHERS

The emotional, social and intellectual wellbeing of all students is extremely important to our teachers. We believe in providing programs that cater for the whole child. Developing each child's emotional intelligence and resilience is paramount.

Glenbrook Public School takes pride in delivering an excellent education in a warm and nurturing environment. Our teachers are highly trained, caring and committed to helping all students reach their potential.



## STARTING SCHOOL SUCCESSFULLY

Starting school is an important step in a child's life. We encourage parents to participate and be involved in all aspects of their child's schooling and to become part of the school community. For this reason, we provide opportunities for your child to visit our school for play sessions and orientation days prior to starting school. This gives the children time to meet with their teachers, mix with groups of other children and familiarise themselves with our school. Children are eligible to be enrolled in Kindergarten when they reach the age of 4 years and 9 months, providing their 5th birthday occurs on or before July 31st of that year. An information evening is provided for parents prior to their child starting school.

## TIPS TO HELP YOUR CHILD TO PREPARE FOR SCHOOL

- Talk to your child positively about school.
- Read to your child and talk about what might happen next in the story.
- Encourage your child's curiosity by asking questions and encouraging questions in return.
- Encourage and help your child to develop healthy eating habits.
- Establish a consistent bedtime routine to follow to ensure your child has adequate sleep.
- Enrolling your child in a local preschool at least a year before they start school will provide them with the opportunity to make friends and develop essential school readiness and socialisation skills.



## TECHNOLOGY PREPARING EVERY STUDENT FOR THE FUTURE

Glenbrook Public School has up to date technology programs and facilities. Digital technology is a vital component of the curriculum from Kindergarten to Year 6. Every classroom has access to computers and each classroom is equipped with an interactive board.



## QUALITY PROGRAMS IN NUMERACY

Quality programs in numeracy at Glenbrook Public School are implemented through a carefully sequenced curriculum, developed by NESA (NSW Educational Standards Authority). Student progress is carefully monitored through regular assessment and teaching programs that are modified accordingly, to suit the needs of students.

The mathematics curriculum makes clear the links between the various components of this learning area, as well as the relationship between mathematics and other disciplines. Students learn to apply their mathematical knowledge, skills and understanding in a broad range of contexts beyond the mathematics classroom, including core learning areas of science, geography, history and English.



## STRONG FOUNDATIONS IN LITERACY

Glenbrook Public School has a strong commitment to literacy. Experienced teaching staff regularly engage in professional learning about current practices in education. Our school caters for the learning needs of all students; we cater for gifted and talented students as well as students requiring further support. The literacy skills of our students are developed across all key learning areas and our literacy focus across the school is in speaking and listening, reading and viewing and writing. Teachers deliver content following the NESA (NSW Educational Standards Authority) syllabus documents.



## ACTIVE AND HEALTHY STUDENTS

The Personal Development, Health and Physical Education (PDHPE) curriculum provides structured opportunities for all students to enjoy regular physical exercise. Programs assist students to acquire coordination skills through natural movements and by developing physical fitness, endurance, flexibility and strengthening activities. Students regularly participate in organised sports activities and daily fitness opportunities. The school is fortunate to have excellent outdoor facilities to support the teaching of PDHPE across the school.

These facilities include large play areas, a multi-purpose court, a covered learning area and large open outdoor spaces surrounded by shade trees. The emphasis at Glenbrook is on participation and enjoyment. Year 3 to 6 students have a choice of competitive and noncompetitive sports depending on their age. Students are placed in sports houses and participate in swimming, athletics and cross-country carnivals during the year.

Glenbrook Public School participates in local and regional sports competitions with an annual learn to swim program offered to students in Years 2 and 3. Gymnastics and dance programs are offered throughout the year. Students in Years 3 to 6 are provided with opportunities to represent the school in competitions and state knockout events. Students who excel have the opportunity to represent at District, Regional and State level. Participation in sports builds teamwork, confidence and leadership in our students.



## A STRONG ARTS FOCUS

Glenbrook Public School has a strong and innovative arts program. We offer drama, dance, music, public speaking and debating, all which foster the individual talents and interests of each student. We regularly participate in major performances at the local and regional level. The school is actively involved in inter school debating and public speaking competitions.



## GLENBROOK PUBLIC SCHOOL LIBRARY

Our large, attractive library contributes to essential learning at Glenbrook Public School. It houses an excellent range of study and recreational resources to support students and staff in all areas of teaching and learning. Glenbrook Public School students actively participate in the Premiers Reading Challenge each year which is delivered through the Library. Each class has a weekly library lesson which allows an opportunity for all students to borrow books for home reading and research.

The Library is also open for recreational purposes and further study, including a weekly chess club which is run at lunchtime for interested students. In using the library, students learn library organisation and location skills, research skills and develop a love of books and positive reading habits. Additionally, a book club is run within the school where the children and parents are offered selected books at discount prices. Purchases are entirely optional.



# PARENT INFORMATION BOOKLET

## EFFECTIVE WELLBEING AND SOCIAL SKILLS PROGRAMS

Glenbrook Public School's wellbeing policy aims to provide a safe, secure environment in which the students will achieve success in learning and develop self-confidence and positive relationships with others.

To instill these values in our students we provide:

- positive learning environments;
- stage appropriate wellbeing programs;
- caring and consistent staff;
- effective use of positive reinforcement;
- open lines of communication with parents regarding their child's wellbeing;
- clearly defined values and school rules; and
- a positive award system.



## OPPORTUNITY CLASS

At Glenbrook Public School, we are committed to providing a safe and challenging environment for our students. We believe that every individual should have the opportunity to develop and realise their intellectual, social and emotional best. To cater for these needs, our OC students have access to a broad, balanced, differentiated and challenging curriculum. This curriculum provides extensive opportunities, appropriate support, extension and acknowledgement.

We aim to develop a student's specific skills and talents and allow them to function at higher cognitive levels. This is accomplished hand in hand with the student and the community being involved in their education.

We focus on developing a child that is confident, self assured and has had opportunities to reach their potential in an enriched environment.



## A DYNAMIC SCHOOL COMMUNITY

Glenbrook Public School values and encourages the involvement of parents and community members in all aspects of school life. The high level of involvement and support from our parents and volunteers help us to create a dynamic and supportive school community.

The school has a proactive and dedicated Parents and Citizens' Association who meet once a month. The P&C promotes the interests of the school by bringing the community together.



## SCHOOL UNIFORM

Children are expected to come to school in their school uniform and a comprehensive uniform price list can be obtained from the school office or on the school website. For information on the uniform shop opening times please visit our school website.

There is strong support from parents and staff at Glenbrook Public School for the wearing of the school uniform. We believe it helps promote school pride and encourages the students to feel part of a cohesive and supportive community.



# PARENT INFORMATION BOOKLET

## KEY LEARNING AREAS

### ENGLISH

Reading and viewing, writing and speaking and listening build literacy skills effectively across years K-6. Students needing extra assistance are identified early and receive support through our learning support programs.

### MATHEMATICS

Lessons are delivered across grades K-6 on number and algebra, measurement and geometry, statistics and probability. There is a focus on working mathematically where thinking, reasoning and problem solving is taught to enable students to become confident mathematicians.

### SCIENCE AND TECHNOLOGY

Through studying Science and Technology students explore scientific and technological concepts and gain knowledge and understanding of the world. They develop skills in conducting scientific investigations and designing and producing solutions through learning about the living world, material world, physical world, Earth and space, and digital technologies.

### HISTORY AND GEOGRAPHY

Our programs provide students with the opportunity to investigate continuity and change, cultures, environments, social structures and systems. Through this learning students gain understandings about people and their social and physical environments.

### CREATIVE ARTS

Music, dance and drama programs provide learning performance opportunities that develop skills, self-esteem and confidence. Visual arts provides students with opportunities to develop creativity and foster self-expression.

### PERSONAL DEVELOPMENT, HEALTH & PHYSICAL EDUCATION

Each year level is taught age-appropriate courses in personal development, nutrition, well-being and physical education as well as child protection and drug education. Our positive relationships programs support students in developing strategies to nurture strong relationships and positive social behaviours.



# PARENT INFORMATION BOOKLET

## SCHOOL HOURS

8.40am – 9.10am	Arrival time
9.10am – 11.10am	Morning session
11.10am – 11.35am	Recess
11.35am – 1.05pm	Middle session
1.05pm – 1.55pm	Lunch
1.55pm – 3.10pm	Afternoon session

## TRAVELLING TO AND FROM SCHOOL

Glenbrook Public School students are expected to maintain our high standards of conduct when in public and travelling to and from school. Students should use common sense and observe the correct road rules whether riding a bike, catching a bus or walking during this time.

## SCHOOL BUSES

If you reside more than 1.6km away from school, your child maybe eligible for a School Opal Card. Applications are through Transport NSW. For further information on bus routes and times please contact Blue Mountains Transit Pty Ltd on 4751 1077.

## BIKE RIDING

Please ensure that your child follows the correct rules for bike riding, including wearing a bike helmet. Bikes may be secured in allocated bike bays during school hours. Although road safety is discussed and taught at school, it would be appreciated if parents could encourage bike safety between home and school. Students in Kindergarten to Year 2 are not permitted to ride bikes to school without being accompanied by a parent or caregiver.

## ROAD SAFETY AND PARKING

Teachers assist students by supervising bus access in the afternoons. Parents are requested to assist in the smooth collection of their children. We ask that you consider dropping your children off in the Woodville St "No Parking" zone. Pick up and drop off is acceptable in this zone. Please park in designated areas only.

## UNIFORM SHOP

Our school uniform requirements and price list can be obtained via our website or office. The uniform shop has an extensive range of new stock at reasonable prices. There is also a clothing pool that has a supply of quality pre-loved items. Purchases can be ordered and payments made via the Qkr! app, cash or cheque.

## CANTEEN

Glenbrook Public School has a canteen run by the P&C. The operation of the canteen and the number of days it is open is dependent on the availability of volunteers. Special food ordering days are organised throughout the year. Families will be notified of these days through a lunch order note. Orders and payments can be made via the Qkr! app.



## NEWSLETTER AND ENEWS

A school newsletter is published fortnightly on the school website and via the Enews app. Important information, dates and student achievements are published in this newsletter. Please sign up to our school Enews for important updates and reminders. Please follow our school Facebook page for school and Department of Education news.

## NOTES

Throughout the school year, notes outlining special events and activities will go home with your child. They provide details of the activity with dates and times. For your child to participate in special events and excursions, written permissions can be granted through returning permission slips. Replacement notes can be accessed from our school website under the "Notes sent home" section.

## EXCURSIONS AND CAMPS

Excursions and camps are selected for their educational benefits and are part of our school's teaching and learning programs. Students travel by bus or train and are well supervised by teachers. Parents are informed in writing of all excursions, performances and special events. Permission notes are mandatory for attendance. All students are encouraged to attend excursions. At times, parents may be asked to attend as helpers. Specialised library bags available from the Uniform Shop are recommended to be used as a back pack when participating in school excursions.

## STUDENT EMERGENCY CONTACT INFORMATION

Each student at Glenbrook Public School has an emergency contact page containing their personal information and includes emergency contacts. This information is kept securely in the office and is accessed in case of emergency. Please advise the school of any changes to your details or those of nominated emergency contacts. If illness, injury or accident occurs at school, we endeavour to contact you or the nominated person as soon as possible. If we are unable to make contact and your child requires urgent medical attention, the school's policy is to transport the student by ambulance to the nearest hospital.

## EARLY LEAVERS

Should you wish to take your child early from class, you must obtain an Early Leaver's pass from the front office first. Parents are also requested to provide written permission to the office or class teacher if another parent or carer is taking their child home. The class teacher must be notified of any change to the routine.

## LATE ARRIVALS

Students arriving late are to report to the front office with their parents to obtain a late pass. Parents are to notify the office as to why their child is late. This is a legal requirement of the NSW Department of Education. This is recorded on the late slip that is given to the class teacher.





# PARENT INFORMATION BOOKLET

## ABSENCES

If your child is absent from school, please send a note with them to school explaining the reason for their absence. If it is a prolonged or anticipated absence, please contact the office for further advice.

## PAYMENTS

Online payments are available through our school website and is the preferred method of payment. The school also has EFTPOS and Parent Online Payment (POP) facilities for your convenience. These transactions can be completed over the phone or by filling in the relevant slip attached to your notes. All cash payments are to be sent to school in a sealed envelope, clearly marked with the name, class, what the payment is for and the amount enclosed. Envelopes are to be deposited in the letterbox situated under the administration office counter. Please adhere to due dates for payments and return signed permission notes.

## MEDICATION

We understand there is a need for some students to receive medication whilst at school. For our administration staff to administer medication to a student, a signed and completed prescribed medication form is required, clearly stating the required dosage and time. This form can be obtained from the office. No medication will be given to a student without written parental permission. Medication is not to be left in the child's school bag and must be given to administration staff in its original packaging. Students are required to come to the office at the required time for medication. The school is not permitted to give paracetamol unless specifically prescribed by a doctor.

## LOST PROPERTY

It is extremely important for all school wear to be clearly labelled with your child's name, especially on jumpers, jackets, pants and hats. This allows us to return lost property to its owner. We have a designated area for lost property. Each term, unclaimed items are considered for the uniform pool or donated to a charity organisation. We ask that items of value are left at home.

## JEWELLERY

Necklaces and earrings can be dangerous and should not be worn during school hours. Stud earrings are acceptable.

## PARENT AND CITIZENS ASSOCIATION

Our school has an active P & C who meet on the first Tuesday evening of each month at 7:30pm in the staffroom. The P & C is on the forefront of fundraising within the school, which supports the learning opportunities of our students. Representatives from the P & C are also involved in selection panels with the Principal, for teaching positions and non-local enrolment applications. The P & C welcomes new members, so come along to a meeting to be involved.



## STUDENT REPRESENTATIVE COUNCIL (SRC)

The Student Representative Council is a body within the school that: represents students and promotes their views; participates in school decision making and decides what charities to raise funds for. It aims to promote leadership and communication skills, allowing students to experience democratic processes and effective problem solving skills.

## EMERGENCY PROCEDURES

In the event of an emergency, the school has an Emergency Evacuation Plan. In case of a serious bushfire, children will remain at school as part of the emergency plan created in consultation with NSW Fire Services and the Department of Education Health and Safety Directorate.

## SCHOOL REPORTS AND INTERVIEWS

School reports provide important feedback to parents on the progress and achievement of your child throughout the year and are sent home at the end of Terms 2 and 4. Formal interviews take place early in Term 3, however, parents may make appointments with the class teacher at any time throughout the year as required.

Glenbrook Public School has an "open door" policy and encourages parent participation in all aspects of school life and regular contact between parents and teachers. There are times throughout the day when teachers are unable to talk with parents as they are teaching or have other school commitments. If you require a meeting, it is advisable to contact the school and arrange a convenient time.

## LEARNING SUPPORT TEAM

The team is supported by Learning Support Teachers and a team of School Learning Support Officers. Glenbrook Public School has an active Learning Support Team that meets fortnightly to discuss, identify and provide support for students from Kindergarten to Year 6. The role of the team is to support classroom teachers with the students in their class. It also provides a forum for discussion for students who present with difficulties. The team can seek access to outside agencies that could assist in supporting our students. The team monitors the progress of all students identified as requiring support.

## SCHOOL COUNSELLOR

Glenbrook Public School has access to the services of a school counsellor, one day per week. The school counsellor is a valuable member of the school's Learning Support team and is able to provide information, understanding and advice on the learning and behaviour of students. The counsellor may assist teachers and parents in dealing with students requiring support. If you wish to speak to the school counsellor about your child, you may do so by arranging an appointment through the office.

## CUSTODY OF CHILDREN

The policy of the Department of Education requires that copies of court orders need to be sighted by school authorities when custody of children is disputed. It is essential that the school is notified in writing whenever special arrangements are made. A request in writing is necessary if arrangements for separate interviews and copies of reports are required.



## SCHOOL TERMS

The school year is divided into four terms. See details on our website for information regarding staff development days.

### 2021

Term 1 Wednesday 27 January - Thursday 1 April

Term 2 Monday 19 April - Friday 25th June

Term 3 Monday 12 July - Friday 17 September

Term 4 Tuesday 5 October - Wednesday 15 December

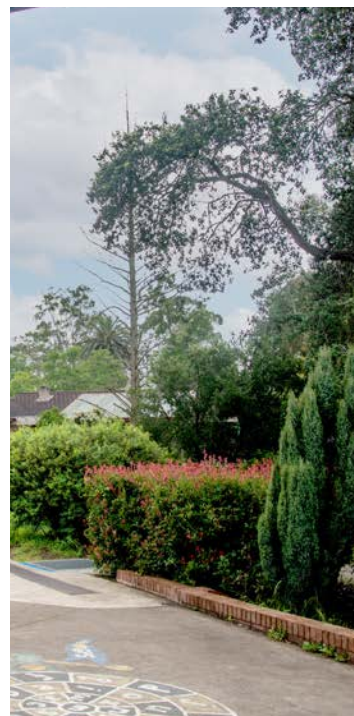
### 2022

Term 1 Friday 28 January - Friday 8 April

Term 2 Tuesday 26th April - Friday 1st July

Term 3 Monday 18th July - Friday 23rd September

Term 4 Monday 10th October - Friday 17th December



## GLENBROOK PUBLIC SCHOOL STAFF

Glenbrook Public School staff including the Assistant Principals, School Administration Manager and the Principal form an executive committee, who work with the teaching staff to oversee all areas of school.

### Principal

Mrs Fran Campbell

### Assistant Principals

Mrs Cathy Sadler

Mrs Cristy Willis

Mrs Amanda Kenny

### Class Teachers

Mrs Janet Addison

Mrs Betty Ann Owen

Mrs Jane Medlin

Ms Donnette Field

Ms Kerene Garvan

Mrs Lara Lockley

Ms Samantha Pongi

Mrs Emma Parker

Mrs Sarah McDonell

Mrs Kerryn Downward

Mrs Leanne Demmitt

Mrs Erin Doherty

Mrs Deborah Richardson

Mrs Juli Flaherty

Mr Robert LeBreton

Mrs Ella Nott

Mrs Lucinda Powell

### Teacher Librarian

Mrs Megan Hall

### Learning Support Teachers

Mrs Clare Murray

Mrs Catherine Mell

### School Learning Support Officers

Mrs Anita Kembrey

Mrs Denise Spackman

Mrs Sarena McCarty

### School Counsellor

Mr David Matheson

### School Administration and Support Staff

Mrs Diane Hall

Mrs Donna White

Mrs Linda Waters

Mr Robert Carpenter

Mr Ian Wilson

