



Regentville Public School

Est. 1868



Information Booklet

2022

Learn Wisely, Live Proudly.



“Learn Wisely, Live Proudly”

28-34 SCHOOL HOUSE ROAD
REGENTVILLE 2745

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SCHOOL VISION STATEMENT

At Regentville Public School:

We are successful, ambitious learners.

We are inclusive, resilient and empowered.

We choose kindness.

We belong.



An introduction...

To our new community members ... welcome to the Regentville Public School Community.

To those of you who already have children at our school welcome back to the exciting journey that is your child's first year of school. Kindergarten is a year of huge growth, change and adventure for your child and for you, their caregiver. We join you as partners in this precious time in your child's education.

Hopefully this handbook will give you an idea of what you can expect this year, and perhaps answer questions that you may not even have thought of yet.





ACCIDENT, ILLNESS AND MEDICATION

When accidents occur at school a parent or designated contact person will be telephoned by the school. If no contact can be made the school will determine whether medical attention should be sought. All medical costs are the responsibility of the parent/s. The school is covered by the Department of Education for ambulance transportation of any student to hospital during school hours.

Parents should notify the school of any long-term illness or allergies. Please do not send your child to school if he/she is unwell as we do not have adequate facilities to cater for these children. A sick child can spend a miserable day at school if we cannot locate a parent or contact person to take him/her home.

If your child requires medication at school an adult should bring the medication to the office. **Medication must be accompanied by an explanatory letter and complete a form provided by the admin office.** The medication must have clear labelling of the child's name and dosages. Failure to provide this information makes it extremely difficult for executive staff to administer medications safely. Parents are advised to contact the school and advise staff of medication requirements especially for students on long term medication.

ASSEMBLY

K – 2 assemblies are held fortnightly, Friday's on even weeks. The children and teachers gather for assembly in the school hall, these start at 11.30am. Year 3 - 6 assemblies are held weekly, Friday's, these start at 2pm. A different class runs the assemblies and sometimes presents an item for the entertainment of the audience. Your child's teacher will let you know in advance when their class is running the assembly and on this day we hope you will be able to join us.

APP

Regentville Public School uses Skoolbag App which is updated on a regular basis. Here you can find current newsletters and stay up to date with notifications and alerts. Here you can submit your absence notifications also.



ATTENDANCE

It is a requirement of the N.S.W. Department of Education that a **written** explanation from the parent/guardian for a student's absence is provided. Parents are reminded that regular attendance is important and absences must be avoided if possible. If the student's absence, due to illness, is likely to exceed three school days, a phone call to the school is appreciated, **as well as a written note**. Absences can be lodged via the Skoolbag App. Late students must report to the office to get a late note before proceeding to class.

Parents must come to the school office to get an early release note to pick up a student from school during school hours.

The school requires documentary proof of custody orders pertaining to any student before access by the non-custodial parent to the student can be approved/denied.

AWARDS

At each assembly two awards are given to each class, the recipients chosen by the class teacher.

Blue awards

These are given to students for excellent participation effort, progress and/or behaviour. As your child progresses through school these blue awards need to be kept as the accumulation of four blue awards will mean that your child may become eligible for a Silver Award, presented at the Silver Award Assembly at the end of each term.

Worker of the Week K-2 (W.O.W.) These are given for a specific, pleasing piece of work. This beautiful work – paintings, stories, bookwork etc – is then put on display in the school's foyer for the following week.

B...

BEFORE/AFTER SCHOOL CARE

Before and After School Care will be available on school grounds commencing in 2023. The service will be available from 6.30am – 8.35am and 3pm – 6.30pm Monday to Friday. For any enquires please contact Children's Services, Penrith City Council on 02 4732 7959.

BEST START ASSESSMENTS

Best Start Assessments are conducted at the beginning of each year. Further information will be provided. During Term 1 a report will be sent home detailing ideas you can use to assist your child with Literacy and Numeracy.

BUSES See TRAVEL.

C...

CANTEEN

The School Canteen operates every day at both recess and lunch.

Orders for lunch or recess can be ordered online via the Spriggy Schools app.

The Canteen is run by the Classroom Catering Company. Our Canteen provides a wonderful service for the children at the school.

Orders for lunch can only be accepted online via Spriggy Schools app. The canteen has a range of items available over the counter at recess and lunch.

Orders must be placed before 9am.



CAUGHT YOU BEING SAFE, RESPECTFUL, A LEARNER - REGGIE CARDS

As part of the school's positive behaviour plan, children may be rewarded with a 'Reggie' card. Reggie the owl is our school mascot, and 'Reggie' cards are given when children are 'caught' showing respect for others, playing and working in a safe manner, or showing they are doing their best in learning activities. The emphasis is on them not knowing when they are caught so that positive behaviours are shown at all times 'just in case'.

As children receive a 'Reggie' card they put these cards in the corresponding boxes in the library. At Monday's assembly a card is drawn from each box and these children receive a voucher for a juice cup from the canteen.

CRUNCH AND SIP

As part of the schools Crunch and Sip program we encourage students to bring fruit and vegetables and water to snack on during the day.

D...

DOGS ON SCHOOL GROUNDS

No Dogs are allowed on our school grounds. The Council rangers may be called if a dog is seen on the school grounds. This is a useful link with helpful information for children and dogs, promoting safety http://raisingchildren.net.au/article/dogs_and_childern.html

The NSW Consolidated Act pertaining to dogs states dogs are prohibited in some public places. Section (e) of the Act specifically refers to schools and states that this applies to dogs whether they are leashed or unleashed. The exceptions are assistance dogs that are specifically trained to assist those who are sight or hearing impaired and the school's trained therapy dogs.

E...

EXCURSIONS AND PERFORMANCES

These are part of the routine school program, enhancing learning experiences by providing activities that are not available in the classroom. All students are expected to participate as part of their class work. These will normally involve extra costs but parents are notified in writing well before the expected event.

To aid in the organisation of these activities the "money due" date must be strictly adhered to.

F...

FACEBOOK

Visit our Facebook page or the Regentville PS Skoolbag App to see what is happening at Regentville Public School.

FRIENDS AND FAMILY

Regentville welcomes the involvement of family and friends as classroom helpers and volunteers in the classroom. Your child's teacher will let you know about how you can help your child in the classroom. In the interests of your child's safety all visitors must report to the office upon arrival at school. All helpers will need to provide 100 points of identification and complete the Appendix 5 form which is available from the office.

G...

GETTING READY FOR SCHOOL

Can your child ...

- Put on and take off shoes and socks (correct feet)
- Fasten shoes
- Dress him/herself and in particular, put on and remove jumpers, raincoats and paint shirts
- Blow his/her own nose
- Recognise the difference between little lunch (recess time) and big lunch (lunch time)
- Look after own property
- Pack toys away
- Recite full name and address
- Recognise own name
- Wait his/her turn
- Listen to and not interrupt other peoples' conversation
- Separate from you without distress
- Toilet without assistance (Boys – use a urinal at toilet times)

Now is the time to practise these skills in preparation for the start of school.

H...

HATS See UNIFORMS

HOW CAN YOU HELP YOUR CHILD

Parents can help their child/children in our school by:

- ensuring school uniform is worn every day
- aiming at 100% attendance
- encouraging interests in cultural and recreational activities outside school hours
- reading thoroughly all school communications
- supporting the school in whatever way you can at all times
- maintaining a close liaison with your child's teacher

HOMEWORK and HOME READERS

Once your child is settled into school routine they will also start getting homework and readers. Your child's class teacher will let you know when this will begin.

I...

ILLNESS

See ACCIDENT, ILLNESS AND MEDICATION

IMMUNISATION

Please present the History of Immunisation Statement for your child at the office on the first day if you have not already done so.

If you have chosen not to have your child immunised the school needs to be made aware of this so that we can let you know should an outbreak of one of these illnesses occur. Your privacy will of course be respected at all times.

J...

K...

KISS AND DROP ZONES

Kiss and Drop Zones are located at the front and back of the school. Please abide by these signs for the safety of our children. These areas are regularly patrolled by police and parking inspectors.

L...

LIBRARY

The library is an enriching learning space that promotes lifelong learning, reading for learning and enjoyment and the development of important research skills. Students will unlock the magic of the library through weekly lessons and lunchtime visits from Kindergarten onwards.

Kindergarten students are supported to regularly borrow books from our school library each week. Student borrowing is introduced gradually, where students borrow one book in Term 1, two books in Term 2 etc. Extra books are encouraged over the school holiday breaks. We ask students bring a library bag – which could be our school library bag, their own choice or even the plastic folder that they keep their home readers in. This helps to keep the books in good condition for everyone to enjoy.

Once borrowing practices have been established throughout the school year, overdue notices may be issued. Students are encouraged to return their overdue notices as soon as possible. In extreme cases, you may be charged for the cost of missing items. You will be contacted if payment is required.

LOST PROPERTY

Lost property is kept for a **limited time**. Enquiries about lost property should be made as soon as possible after the item has gone missing. At the end of each week unclaimed/unnamed items will go to the school's clothing pool.

Lost property can be kept to a minimum by **ENSURING THAT YOUR CHILD'S NAME IS CLEARLY MARKED ON ALL BELONGINGS**. Valuable personal property (e.g. expensive pens, watches, toys etc.) are best kept at home for private use.

M...

MONEY COLLECTIONS

Our preferred method of payment for any payments for school excursions, cultural events is via the schools secure online payment system. Go to <https://.regentvill-p.schools.nsw.gov.au> and click on make a payment. Please be sure to include your receipt number on your child's excursion note when returning it to school.

All monies (if not paid via the online system) need to be sent to the school in a sealed envelope with the student's name, class and event clearly marked on the front before 9am each school day. Unfortunately we cannot give change so please enclose only the correct money. When a payment is required for an excursion, event, textbooks etc. a note will be sent home.

Additional copies of excursion notes are available from the school's website <https://.regentvill-p.schools.nsw.gov.au>.

N...

NAMES

Please ensure your child has all his/her possessions labelled clearly with his/her name.

In Kindergarten it is **essential** to label everything including shoes and socks.

It is helpful if every child knows his/her full name and address, and recognises his/her name.

The office and class teacher should be notified immediately of any changes to contact details.

It is helpful if Kindergarten students can have one or two spare changes of clothing/underwear in their bags just in case.

NOTES FROM THE SCHOOL

Reminder notices or urgent information may need to be sent home at other times during the week. We ask that parents regularly check their child's bag to ensure that written communications are received.

O...

OPEN DAY

While we welcome family in our school throughout the year, Regentville has an Open Day each year where family and friends may view programs and presentations. Information about these days will be found in newsletters and notes.

P...

PARENTS AND CITIZENS ASSOCIATION

The P & C makes a wonderful contribution to the school, raising many thousands of dollars each year to buy much needed resources and equipment for the children at the school.

The P & C are engaged in all aspects of the school. There are regular discussions of school initiatives and opportunities to engage in decision making processes that involve our school.

New members are very welcome.

It only costs \$1.00 per year to become a financial member of the P & C. You will be able to then take part in all discussions and debates and vote on motions that will pertain to your child/children's education.

The P & C meet in the school library at **7.00pm on the FIRST TUESDAY** of each month. Your attendance would be much appreciated.

Q...

QUESTIONS

Enquiries about classroom procedures and programs should be addressed to your child's class teacher. They have the closest link to your child and will be able to answer any questions or refer you to executive and office staff where necessary.

R...

REGGIE THE OWL

Reggie is our school mascot appearing around the school and on our 'Reggie' cards.

REPORTING TO PARENTS

Assessment is based on a range of student activities covering all Key Learning Areas.

Formal written reporting to parents will occur twice a year. Formal parent/teacher interviews will also occur twice a year. However, parents may request an appointment for an interview with the Principal or class teacher at any time during the year.



SCHOOL DEVELOPMENT DAYS

The school holds 5 of these days each year. On these days all staff work on various programs and policies to improve children's learning. It is expected that children will not attend school on each of these days so that all staff may participate in the activities. The first two days of Term 1, the first day of Terms 2 and 3 are designated as school development days. The last day of Term 4 is also a school development day.

SCHOOL HOURS AND PROCEDURES

School commences at 9.00am and finishes at 3.00pm each day. **Children should not be at school before 8.35am** as there is no supervision before this time.

Children should be collected as promptly as possible after the bell rings at 3.00pm. Discuss this with your child so that they know where you, or older siblings will meet them. If you can not avoid running late please contact the school so that class teachers can prepare your child. This avoids distress at the end of a long day. Your child will either be kept in the classroom or taken to the office to await your arrival.

Children catching buses to Glenmore Park should line up on the verandah of the administration building.

In order to maintain the safety of all students, parents are asked **NOT** to drive into the school grounds at any time.

Primary students may ride their bicycles to school as long as they wear a helmet. Bikes must be walked on the main path and ridden on the bicycle path along the fence line to the bike racks. During school hours bicycles are to be stored in the bike racks provided within the school. Scooters are not permitted in the school grounds.

Before School

Teacher supervision of students commences at 8.35am. Before school, students must proceed to the paved area outside the canteen. When the bell rings at 8.35am children may take their bags to class. A bell at 9.00am calls all students to their class lines in front of their classroom. Children should not enter classrooms without teacher supervision. On Mondays at 11.30am there is a K-6 Assembly on the asphalt area.

Recess

Recess is when the children have a light snack, drink and toilet break. This occurs from 11.00– 11.30am each day.

Lunch

The bell to commence lunch rings at 1.20 pm. Canteen ordered lunches are distributed. Students eat their lunch in classrooms or in the playground under the supervision of their teacher. A bell rings at 1.30pm signifying the commencement of the play period until 2.00pm.

SCRIPTURE

Regentville offers scripture classes for students from a variety of religious backgrounds. Lessons are taken by visiting community members every Tuesday at 12.45pm for Years 3-6 and 12.15pm for K-2.

For those students whose parents do not wish them to attend these lessons, a non-scripture group is supervised by a staff member. Only children whose parents have indicated in writing that they do not wish their child to attend scripture, will be permitted in the non-scripture group. It is important that parents state clearly on enrolment forms which scripture group they wish their child to attend. If they require their child to change groups, a note must be sent to the office so that our records can be adjusted.

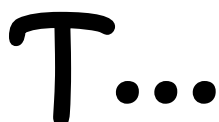
SPORT

All students from Kindergarten to Year 6 are involved in Physical Education lessons throughout the week. These may include daily fitness activities, skill development lessons and games.

Throughout the year, the school will hold an Athletics Carnival for students in Year 3 to Year 6 and a Swimming Carnival for Years 3-6. Kindergarten and Stage 1 are involved in their own Athletics Carnival, usually held in Term 3.

Primary students are allocated to a Sports House Team for skills and games practice. The Sports Houses are as follows:

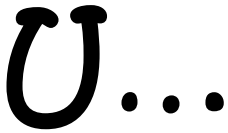
<i>JAMISON</i>	<i>Blue</i>
<i>MACQUARIE</i>	<i>Yellow</i>
<i>OXLEY</i>	<i>Green</i>
<i>TENCH</i>	<i>Red</i>



TRAVEL

All Kindergarten to Year 2 children who live in Glenmore Park are entitled to an Opal Card. Primary children must live more than 1.6 km radial distance from the school or more than 2.3 km walking distance from the school if inside the 1.6 km radius.

Applications can be found at <https://www.opal.com.au/en/about-opal/opal-for-school-students/>.



UNIFORM

Children are encouraged to wear full school uniform throughout the year.

BOYS:

Summer: Navy/sky blue RPS polo shirt and navy shorts.
Short white socks, black shoes.

Winter: Navy/sky blue RPS polo shirt (short or long sleeve).
Navy v-neck fleecy top with "RPS" logo on pocket.
Navy fleecy or taslon type track suit.
Navy with sky blue trim microfibre jacket with "RPS" logo and matching track pants.
Navy/sky blue RPS bomber jacket.
Short white socks, black shoes.

Sport: Navy/sky blue RPS v-neck shirt.
Navy Slammers shorts "RPS" printed on left leg.
Short white socks, white joggers.

GIRLS:

Summer: Navy/white/blue summer dress
or Navy/sky blue RPS polo shirt and navy culottes.
Short white socks, black shoes.

Winter: Winter tunic with collared sky blue blouse and grey stockings
or Navy/sky blue RPS polo shirt (short or long sleeve) and navy fleecy or taslon type track suit.
Navy with sky blue trim microfibre jacket with "RPS" logo and matching track pants.
Navy v-neck fleecy top with "RPS" logo on pocket.
Navy/sky blue RPS bomber jacket.
Short white socks, black shoes.

Sport: Navy/sky blue RPS v-neck shirt.
Navy Slammers shorts "RPS" printed on left leg (same as boys)
or Navy skort.
Short white socks, white joggers.

HAT: Navy baseball cap with "RPS" logo
or Navy slouch hat with "RPS" logo.

Please Note: It is a school rule that hats must be worn during periods of play and outside activities. Students must wear the authorised school hat.

Uniforms may be purchased from:

Back to Basics – 52 Cox Avenue, Kingswood 2747.
Phone 4721 7422
Fax 4721 7429

Hours 8.00am – 4.30pm Monday to Friday
9.00am – 12.00pm First Saturday each month.

An order form/price list is available at the school office. Alternatively you may purchase items online at www.cowanlewis.com.au

Hats are available from the School Admin Office and these may be purchased from 8.30 am each day.

V...

VISITS TO THE SCHOOL BY PARENTS

Parents are very welcome to visit and discuss the progress of their child with the class teacher. A phone call or letter to arrange a suitable time is appreciated and will avoid disappointment.

All parents visiting the school must first call at the school office. Direct interruptions to class are not permitted. School staff are required to report any adults loitering in the grounds, as a security measure.

W,X,Y,Z...

NSW Foundation Style

The NSW Foundation Style (graphic overview)

THE SMALL LETTERS
u y v w a d d (optional) g q c e o
f j s n r m h k b p l t i x z

THE CAPITAL LETTERS

U C G O Q J S
B P R D I L E F H T (optional)
A V W M N
K Y X Z

THE NUMERALS

0 1 2 3 4 5 6 7 8 9