

# Greta Public School

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## School Information Booklet 2024 - 2025



**Principal**

*Mrs Sharon Morris*



Education

We develop respectful and responsible citizens who give their personal best.

## Welcome

Greta Public School is part of the Maitland network of schools in the Hunter Region.

Our school is well equipped and offers full educational facilities from Kindergarten to Year 6. We are part of the *Rutherford Learning Community*, encompassing Rutherford Technology High School, Greta Public School, Branxton Public School, Lochinvar Public School, Rutherford Public School and Telarah Public School.

This booklet has been compiled to provide you with information about the school and to answer some of the questions, which may arise from time to time.

## Principal's Message

At Greta Public School we challenge all students, through partnerships with parents and community, to succeed through high expectations and continuous improvement in a respectful and inclusive environment. Using a focus of positive student wellbeing, academic growth and social success, we support the development of all students to become engaged, active members of society and lifelong learners. This is underpinned by engaging learning environments that focus on explicit instruction from passionate and committed teachers. Our students are known, valued and cared for, and are at the heart of all that we do.

We are a *Positive Behaviour for Learning* (PBL) school and have collectively chosen to focus on the values and expectations of Respect, Responsibility and Personal Best. Our mascot, Gizmo Gecko, reminds all students to commit to our PBL expectations. From the moment you step into our school you will be greeted by friendly, confident and caring students and passionate, committed staff.

We are known for our strong community spirit, having served the Greta area since 1878. Many of our parents and grandparents are ex-students. Historic and modern buildings come together to enhance the delightful natural setting. Our association with families, local businesses and other educational organisations facilitates powerful community connections far beyond the school gate. The Parents and Citizens' Association (P&C) is an active and vital aspect of our school and supports us in many ways.

Greta Public School provides a rigorous curriculum, focusing on academic growth in literacy and numeracy, where every student achieves their personal benchmarks. Social and emotional development is also a key focus.

Our aim is to establish, build and maintain respectful, collaborative relationships with parents/carers regarding their children's learning and wellbeing. A positive relationship between school and home promotes the best conditions for your children to learn and grow.

Welcome to our wonderful school.

We look forward to getting to know you and your family.

*Sharon Morris*  
*Principal*

## School Vision Statement

Greta Public School reflects its motto of '*Courage and Loyalty*' through our commitment to giving each child every opportunity within a culture of growth, performance and wellbeing.

The school leadership team, classroom teachers and non-teaching staff focus on education across all areas of the curriculum in an inclusive, engaging and supportive learning environment. We all value the importance of our role in equipping our students to develop academic curiosity, learning skills for the 21st century, deep connections with our community and strong, supportive relationships.

We are committed to developing individual strengths, a love of learning and the capacity to achieve.

## Enrolment

Children are eligible to be enrolled in Kindergarten provided their 5th birthday occurs before 31<sup>st</sup> July in that year. Children seeking enrolment in any grade must live within the schools zoning area.

Each child needs to present the following to enrol:

- Proof of age (birth certificate)
- Immunisation history statement
- Evidence (equating to 100 points) of residential address (e.g. rates notice, lease agreement, electricity bill)

It is a legal requirement by the Department of Education that we have the above information before your child is enrolled at school, or in the case of Immunisation Certificate, as soon as the child has had their final injection.

## Student Transition

Greta Public School works closely with the local pre-schools to ensure a happy and safe start for our new Kindergarten students. We run a sequence of programmed visits to our school for pre-school children who are intending to enrol in our school. This program is called *Smart Starters*. These visits take place in Terms 3 and 4. We then run our Kindergarten Orientation sessions after Smart Starters.

We are part of the Rutherford Learning Community, a community of primary schools that partners with Rutherford Technology High School. The high school offers a caring, supportive and challenging learning environment. In partnership with them, we plan the transition of students to the secondary setting, ensuring that our students are prepared to participate in a wide range of academic, sporting, cultural and social activities.



## School Hours

**School hours:** 9:00am – 3:00pm

*Our school gates open at 8:30am and are shut by 9:10am. In the afternoons, the school gates will open at approximately 2:55pm. If you need to access the school outside of these hours, please use the intercom system on the front gate.*

**Lunch Time:** 11.00 - 11.30am (20 minutes of play followed by 10 minutes of eating time).

**Recess Time:** 1:30 – 2:00pm (20 minutes of play followed by 10 minutes of eating time).

## School Dress Code & Uniform Shop

Our school community believes that a school uniform provides a sense of belonging and fosters pride in the school. The school uniform is set by the P&C Association, in consultation with the whole school community.

Greta Public School has a Uniform Shop run by the P&C that is based in the school canteen. Orders for uniforms are placed and paid for online, using the *Sentral for Parents* app.



**Please note: Every Kindergarten student receives a free school bucket hat on their first day of school from the P&C.**

For safety, children who have pierced ears **must** only wear studs or sleepers. The wearing of necklaces, bracelets, bright hair colours, makeup or nail polish is also discouraged.

## Lost Property

It is vital that all items of clothing are labelled with your child's name. This also applies to items such as lunch boxes, school bags and pencil cases. While every effort will be made to locate owners of lost property, the school cannot be responsible for any items lost.

## Assemblies

Whole school assemblies are held fortnightly on Fridays of even weeks, from 9.10am to 10:00am. The school will provide notice to families if your child is receiving an award at an assembly, and we will notify our community of the classes that are presenting class items. Parents and community members are most welcome to attend.

## Excursions & Incursions

Throughout the year, excursions (outside of school events) and incursions (in school events) will be arranged for students. These may be for sporting activities or activities that relate to other parts of the curriculum. Our Stage 3 students also have the opportunity to participate in an overnight excursion each year. Currently, this alternates between The Great Aussie Bush Camp (even years) and Canberra (odd years).



## Notes & Money

All excursions, incursions and activities that are organised for your child will require permission notes to be signed and/or money to be paid. This is all done through the *Sentral for Parents* app, however if preferred or required, a hard copy permission note and cash payments are accepted.

There is always a due date written clearly on each note and unfortunately, we **do not** accept notes or payment after this due date. If, for some reason, you require additional time to pay, please contact the school for assistance.

## Student Assistance

Student assistance is available to families, by application. Student assistance is financial support provided to students during hardship, regardless of whether it is a short-term crisis or long-term hardship. Financial support can be used towards the cost of activities and items such as;

- Excursions and camps
- Sport or elective contributions
- Textbook and stationery needs
- Uniforms and footwear.

All applications for student assistance are confidential and will be assessed and communicated with discretion. We are required to maintain adequate documentation for audit purposes, and this is undertaken in our confidential database called *Sentral*. Please be assured that all applications will be managed with discretion to ensure privacy and confidentiality is maintained.

If you wish to make an application for financial assistance, please call/email the school and a member of our executive team will be in contact.

## Sport

Sporting activities of various kinds are arranged throughout the year. These include individual class sporting opportunities and yearly carnivals such as swimming, athletics and cross country. Opportunities are available for children in primary classes to compete at district, regional and state levels through P.S.S.A. trials and carnivals. Attempts are made to expose children to as many different sports as possible.



School sport occurs every **Wednesday** and students are to **wear their sports uniform on this day.**



### School Sport Houses

The school has four sport houses, named after local landmarks: Anvil (purple), Hunter (green), Morgan (blue) and Whitburn (yellow). Each student will be placed into a sport house once enrolled at Greta Public School and this will remain their house throughout their years at GPS.

*Note – The inside colour of each child’s school hat, and their sports shirt, will be in the colour of their sport house.*

### Homework

**Kindergarten-Year 2** - In general, students are not expected to complete formal homework in the younger grades. Students in these grades are given home readers, which they are encouraged to read at home with parents and return regularly to school. Students may sometimes be given sight words and/or numbers to learn if required.

**Years 3-6** - Homework in Years 3-6 may be varied and students are expected to work more independently. Students could be encouraged to read and practise mathematical concepts learnt at school. Other homework may also be set across different areas of the curriculum.

### School Canteen - Lunch Orders

Our school canteen, the ‘Snack Shack’, currently operates every Friday. Our canteen implements the *Healthy School Canteen Strategy*, which focuses on improving student access to healthy food and drink choices, which positively influences students’ health and wellbeing.

Orders for *special menu items, sandwiches and fruit salad* need to be at the office each **Wednesday**. If ordering anything else from the canteen, these orders can be placed into the tub outside the canteen each **Friday morning**, between 8.30am - 9.00am.

Please pick up a copy of our Snack Shack menu from the front office.

The canteen relies on volunteers to operate successfully, and parents/carers are encouraged to assist if possible.



## Travel to and from school

### ***Bus Travel***

Two bus routes operate in Greta.

Parents need to notify the school about which days their child will be catching the bus to and from school. The school should be informed in writing of any changes to a child's routine. Please inquire at the school office for bus pass eligibility. Opal Cards for bus travel must be applied for online at [transportnsw.info/school-students](http://transportnsw.info/school-students). Student bus lists are checked daily. Students travelling home by bus of an afternoon are dismissed from classes at 2:50pm to line up in bus lines at the COLA, under the supervision of staff.

### ***Riding Bikes & Scooters to School***

The Roads and Maritime Services Department recommends that children be at least 10 years old to ride a bike on the road. This is because children's peripheral vision, the capacity to see and take in what they see outside their central gaze, doesn't fully develop until around the age of 10. By law, students up to the age of 12 are also able to ride on the footpath. Students riding a bike/scooter to school must wear an approved helmet and **must walk their bike/scooter from the concrete paths outside the school grounds to and from the bike racks.**



## **Behaviour Code for Students**

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students. Students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

**Further information about our *school reward systems* and *PBL* can be found in our school's *PBL handbook*.**





## Home/School Communication

Effective communication between school and home builds strong, trusting partnerships. There are both informal and formal ways we will communicate with you.

- **Phone calls home** – Teachers may make phone calls home for a variety of reasons. This may be to touch base with how your child/children are progressing at school, to talk about their wellbeing or to discuss general school matters.
- **Requesting a meeting** – If there are times that you would like to get in contact with your child's teacher, please call the office to arrange a time for a phone meeting or an in-person meeting.
- **Special Events** - Throughout the year, there are many occasions on which parents are invited to share special events with their children e.g. carnivals, concerts and special days. These occasions provide opportunities for friendly chats between teachers and parents, which fosters positive relationships.
- **Sentral for Parents App** – All communication to families is currently put out through the Sentral for Parents app. You can download this app from your phone's app store, and we will provide you with your unique access code, after your enrolment is processed, to connect to our school account. We *regularly* communicate information to parents via this platform, so please ensure that notifications are always turned on. Communication may be related to school events and activities, reminders about upcoming payments, unforeseen changes to school arrangements and meeting reminders.

The Sentral for Parents app also has additional functions that you can make use of. Through this platform, you will also be able to: access our school events calendar, view your child's attendance information, order school uniforms and directly message your child's class teacher.

- **School Text Messages & Emails** – Sometimes, you may receive a text message or email from the school. Please ensure your contact details are updated at the front office, so you receive these messages instantly.
- **Facebook Page** – Our official school Facebook page is regularly updated with good news stories and school communication/reminders. Students published on our school Facebook page all have permission to be published, as identified by parents on their school enrolment form.
- **Reports** - Children will receive written academic reports at the end of Terms 2 and 4. If you have any questions about this report, please make an appointment to see your child's teacher.
- **3-Way Conferences (Interviews)** – 3-Way Conferences (with student, parent & teacher) will be held in the first few weeks of Term 3. These conferences will serve as an exchange of information between the teacher and the parent/carer and student. This will be a great time to discuss your child's report and their progress at school.

### **Parents & Citizens Association (P&C)**

The Parents & Citizens' Association hold their meetings in the school library on Monday afternoons (4:30 – 5:30pm) in Weeks 3 and 7 of every term.

All parents are welcome to be a part of this organisation. The meetings are forums for parent/teacher exchange of information and depend on an active interest being shown by all families. This group also coordinates fundraisers throughout the school year.

Yearly membership to Parents & Citizens' Association is \$1.00 per family.

### **Fair Play OOSH**

Fair Play OOSH is operated by an independent provider on our school site, offering before school, after school and vacation care.

To enrol, go to the Fair Play website <http://www.fairplayoosh.com.au>

Contact No: 0426 138 151

Email: [greta@fairplayoosh.com.au](mailto:greta@fairplayoosh.com.au)

Operating Hours: 6.30am – 9.00am and 3.00pm – 6.00pm



## **Medical Information**

### ***Australian Immunisation Register (AIR)***

An AIR Immunisation History Statement or AIR Immunisation History Form is required from all new enrolments. Children can be vaccinated at any immunisation clinic or your family G.P. and statements will be issued by NSW Health in readiness for school. You can request an Immunisation History Statement at Medicare.

**Free clinics are available for immunisation in the Hunter area. For more information on locations and times visit the Hunter New England Free Immunisation Clinic website.**

Children who are not immunised will be excluded from school if any child is diagnosed with a communicable disease, to help prevent those children from contracting that disease.

### ***Asthma***

All children at Greta Public School who are known to have asthma are supported through asthma friendly policies and procedures. All children, staff and visitors can access Asthma First Aid in an emergency.

Parents/Carers must:

- provide an Asthma Care Plan, signed by the treating doctor
- provide their child's medication, clearly dated and in the original labelled container. A spacer and a mask must be supplied.
- alert office staff to any changes in their child's asthma.

Please note: An up-to-date Asthma Care Plan must be provided before a child can be included on either a day or overnight excursion.

### ***Anaphylaxis***

It is important that parents notify the school if their child has an allergy and is at risk of anaphylaxis. This notification should occur either at the time of enrolment, or if the student is already enrolled, as soon after diagnosis as possible. So that the support provided by the school is effective, it is important that a partnership is established between the parent and the school to share information and clarify expectations.

## **Medical Information - Continued**

### ***Medical Conditions***

If your child has a diagnosed medical condition, please inform the Principal so all staff can be made aware of your child's circumstances and needs. A *Health Care Plan* is required for long term medical conditions such as diabetes, anaphylaxis, epilepsy, asthma and other serious medical conditions.

### ***Medication***

Only medication prescribed by a doctor can be administered by staff at school. All medication that must be administered to children during the school day, must be administered by parents or a designated member of staff. Children cannot have medication in their bags or on their person.

Medication slips are available from the office. You will need to provide information on dosage amount, administration time and prescription details from the prescribing doctor.

### ***Medical Emergencies***

Although every precaution is taken, accidents can still occur at school. In the event of a serious accident that affects your child, every effort will be made to contact you as soon as possible. Should we be unable to contact you, or the alternative emergency contact, the Principal will decide whether an ambulance is to be called. Your advice on treatment for your child will be sought wherever practicable, but in cases of emergency, the interests of your child will be our prime concern. The school has ambulance cover for students.

### ***Infectious Diseases***

From time to time, schools are subjected to outbreaks of infectious diseases. If we have medically confirmed cases of such diseases, you will be notified. If your child is affected with an infectious disease, please seek medical attention, adhere to the exclusion period given to you by your doctor and contact the school.

### Change of personal details

Please always notify the school office and classroom teacher of any **change of personal details**, e.g. address, home or mobile phone number, change of emergency contact, and of any change in your child's medical conditions / allergies that we should know.

### Custody of Children

Where there are special court provisions relating to the custody of children, a copy of the arrangements must be given to the principal. If these arrangements change, it is vital that documentation is provided to the school as soon as possible.

### Parental Assistance

From time to time throughout the year, parents/carers are asked to assist teachers in various ways. We greatly appreciate the support we receive from our community. Parent helpers and volunteers are required to complete a Working with Children Declaration and 100 points ID check before assisting in classrooms or at school.

### Mobile Phones & Smart Devices

Children must not bring mobile phones or smart devices (watches) to school. If it is absolutely necessary for a child to have such a device at school, it must be left at the office during school hours. Parents can leave messages for their children at the office.



**Want more information?**

Parents are welcome to come to the school to request further information on any of the school's policies and programs.

The Department provides a very useful and well-resourced site for parent/carers of students:

- Pre-school to Year 6
- Years 7 to 10
- Years 11 to 12

Another useful site, which provides further information, is the 'A to Z Parents Guide' found on the Department of Education website: <https://education.nsw.gov.au/parents-and-carers/a-z-parents-guide>



***Welcome to Greta Public School.  
We look forward to working with you.***