



Meadowbank Public School Parent Handbook

Address: 6 Rhodes Street, Meadowbank NSW 2114

Phone: (02) 9809 3648

Email: meadowbank-p.school@det.nsw.edu.au

Website: meadowbank-p.schools.nsw.gov.au

Principal's Welcome

Dear Parents and Caregivers,

Welcome to Meadowbank Public School. We pride ourselves in the excellence of learning where students can work towards and achieve their potential. With a strong emphasis on the development of the basics, success is achieved through becoming effective readers, writers and mathematicians.

However, we hold most pride in the creation of a supportive and caring atmosphere throughout our school, an atmosphere where students can grow in an environment conducive for learning.

Our reputation for providing the best possible education, which includes a wide range of activities, ensures all students are engaged and motivated.

Our programs in the creative arts have a proud tradition of excellence. Our teachers have been recognised for their personal excellence and contribution to education.

Meadowbank's proud history continues in the day to day interactions with students and in giving them the 'keys to success in life' through a strong and effective education.

I warmly welcome you again to our school.

Cecilia Parada
Principal

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Section 1: Meadowbank Public School

Our Vision Statement

Meadowbank Public School strives to be an inclusive and collaborative community with high expectations and life-long learners. We offer diverse learning experiences to meet the physical, emotional, social and academic needs of all students. Dedicated and committed staff work in partnership with parents and the community to support students to build strong foundations in literacy and numeracy. Within a purpose built innovative environment we create opportunities to share knowledge, services and infrastructure within the Meadowbank Education and Employment Precinct as well as the broader community.

A Brief History

Meadowbank Public School was opened in 1950 on Thistle Street, Ryde. In 2022, the school relocated to Rhodes Street, Meadowbank as part of NSW Department of Education's program to deliver new and upgraded schools to accommodate growing local communities. Meadowbank Public School is now a part of the Meadowbank Education and Employment Precinct, alongside Marsden High School and TAFE NSW Meadowbank. With education at its heart, the wider Precinct connects students to training and employment opportunities with local industry and the surrounding community.

The School Environment

Meadowbank Public School is situated in the Ryde area, the traditional land of the Wallumedagal people. The area has experienced rapid growth and so in 2022 the school moved to a new site as part of the Meadowbank Education and Employment Precinct, creating opportunities for shared learning and innovative education pathways. Students come from diverse cultural and religious backgrounds with 86% of students from language backgrounds other than English (LBOTE).

Our new school build contains contemporary and flexible learning spaces to cater for 1000 students which includes three support classes. All classrooms are outfitted with air-conditioning and Promethean interactive displays, the latest in educational technology. Wireless connectivity throughout the school supports our ICT (Information and Communications Technology) and BYOD (Bring Your Own Device) program.

Our administrative offices are located directly next to our main entrance on Rhodes Street. The administrative staff, Principal, Deputy Principal, school counsellor, uniform shop, student services and meeting rooms are situated in this area.

The school hall provides a venue for assemblies, dance, drama and musical activities. It is situated at the front entrance to our school on Rhodes Street. Visiting performance groups use the hall to present items of educational value to the children. The hall is also used by Before and After School Care and government elections.

Our school has several covered outdoor learning areas (COLA) to provide Meadowbank students to have a place to play out of the sun and rain, along with another venue for assemblies and special events.

The library is situated next to the administrative offices.

Our School's Director, Educational Leadership

The Director, Educational Leadership has a key strategic role in supporting the continuous improvement of principals in NSW public schools to ensure that the work of schools is evidence-based and responsive to the needs of all students from preschool to Year 12.

Our school is situated in the Metropolitan North operational directorate. Our local network is Ryde. Our current director's email: metronorthod@det.nsw.edu.au
Phone: 9886 7000.

Our current organisational structure:

Principal – Miss Cecilia Parada

Deputy Principal – Ms Imseih

Assistant Principal, Curriculum and Instruction – Mrs Houghton

Assistant Principal – Mrs Crawford

Assistant Principal – Mr Fenech

Assistant Principal – Ms Emeleus

Assistant Principal – Ms Zhang

School Office Staff

School Administration Manager – Mrs Sironen

School Administration Officer – Mrs Wheelhouse

School Administration Officer – Mrs Provan

General Assistant – Mr Muscat

Teaching Staff

At the commencement of each school year a list of class teachers' names is published together with the class that they will be teaching.

A Teacher Librarian is employed for students to access literature for research or enjoyment.

Release from Face to Face (RFF) teaching is provided to all full-time teachers for two hours release per week to allow them to plan lessons, conduct parent interviews and to prepare individual programs. RFF teachers continue to work on each class' learning program during this time.

Supporting Students

The Learning Support Team

The role of the Learning Support Team at Meadowbank Public School is to facilitate and coordinate a whole school approach to plan and provide support for individuals and groups of students. The Learning Support Team coordinates the planning process and resourcing for students with additional needs. It has a key role in developing and supporting teachers' capabilities to design, implement and evaluate programs, personalised learning and support plans and deliver adjustments that enable all students to access learning.

Learning Support Teachers

Meadowbank Public School has a range of Learning Support Teachers (LST) who provide direct and timely specialist assistance to students who have been identified as requiring extra support to meet their individual needs.

School Counsellor

School counselling staff are members of the school Learning Support Team. A teacher may recommend the service by referring the student to the team. The school counselling service can:

- support students who are worrying about school work, friends, getting in trouble at school or just feeling down
- assist parents to make decisions about their child's education
- assess a student's learning and behaviour
- help teachers and students identify and address disabilities that may affect learning
- liaise with other agencies regarding student wellbeing

School counselling is a confidential service.

School Learning Support Officers (SLSOs)

School Learning Support Officers work under the direction and supervision of the classroom teacher. They provide assistance to students with a disability and additional learning and support needs enrolled in both specialist support units and regular classes.

Classes

Classes are formed at the beginning of the school year. Class formation will be carefully considered with regard to individual need. At the beginning of each year the school will retain students in holding classes (which are last year's classes) for a couple of days while numbers are confirmed for the year.

School Hours

School starts	8:45 am
School finishes	2:45 pm
Morning session	8:45-10:45 am
Recess	10:45-11:15 am
Middle session	11:15-12:45 pm
Lunch	12:45-1:30 pm
Afternoon session	1:30-2:45 pm

Supervision

Supervision by staff is provided from 8:15 am each day. It is not safe for students to be on the premises before this time as they are not supervised.

For students who need to come to school before 8:15 am and require care after 2:45 pm, Before and After School Care is available in the school hall. Please contact TheirCare for further details.

Late Arrivals

Any student who arrives at school after 8:45 am must obtain a late note from the school office before going to class. This is because class teachers would have already marked the student as absent on the class roll. This is very important to ensure that we have accounted for all students during an emergency.

Early Departures

To ensure the safety of our students, if you wish to collect your child before the end of the school day you must sign them out at the school office. A note or phone call must be provided to the school if someone other than yourself is to pick up your child. Please go to the main gate on Rhodes Street and press the buzzer to speak to our office staff.

Visiting the School

When visiting the school during school time, contact the office at the Rhodes Street Pedestrian Gate 1. When allowed to enter, you must report to the office and sign in. You may be issued with a visitor's pass whilst in the school grounds and classrooms. Please return to the office and sign back out when leaving the school.

Interviews

You are always welcome to arrange an interview to discuss any aspect of your child's schooling. If you wish to have an interview, please contact the office via email to arrange a time when the class teacher will be available. Interpreters can be provided. There are scheduled interviews at the end of Term 1 each year, held before Semester 1 reports have gone home. Additionally, each year in Term 3 there is an optional opportunity to meet with the teacher.

School Canteen and Uniform

Canteen

All canteens in NSW public schools must meet certain requirements. These include providing more healthy food and drink options – to make the healthy choice an easy choice for students.

Orders must be made before 9:10 am each day. Online ordering is now available via My School Connect <https://myschoolconnect.com.au/meadowbank>

Sign up for your account now.

Uniforms

When students wear a school uniform, they feel included in our school community.

Students, teachers, parents and carers, as well as members of our local community helped develop our school uniform to make sure it:

- meets the requirements of occupational health and safety, anti-discrimination and equal opportunity legislation
- includes items that are affordable, comfortable and made from easy-care and easy-wear fabrics
- is appropriate for the full range of school activities
- is suitable for all body shapes.

The uniform shop is available for online orders at www.myschoolconnect.com.au/meadowbank

Orders are processed every week and given to your child to bring home. Second-hand uniforms are available upon request (please email meadowbankuniform@gmail.com to enquire).

In the interests of health, students are required to have a school hat when playing in the playground, at sport or on an excursion. Our school's policy is if students do not have a hat, they must sit in the shade.

Ensure that all school clothing is appropriately labelled so that lost items may be readily returned.

Student Wellbeing

Student wellbeing involves everything that the school community does to meet the personal, social and learning needs of our students. It is achieved through the total school curriculum and the way it is delivered. It incorporates effective discipline and preventative health and social skills programs. Our over-arching program follows the Positive Behaviour for Learning (PBL) framework.

Meadowbank Public School's PBL program promotes and encourages the growth and development of self-discipline and excellent behaviour. We provide a safe and happy environment in which students can achieve their full potential.

We have a system of rewards/awards to encourage and support positive behaviour. Strategies for dealing with unacceptable behaviour are also in place so that students can realise that there are consequences for their actions.

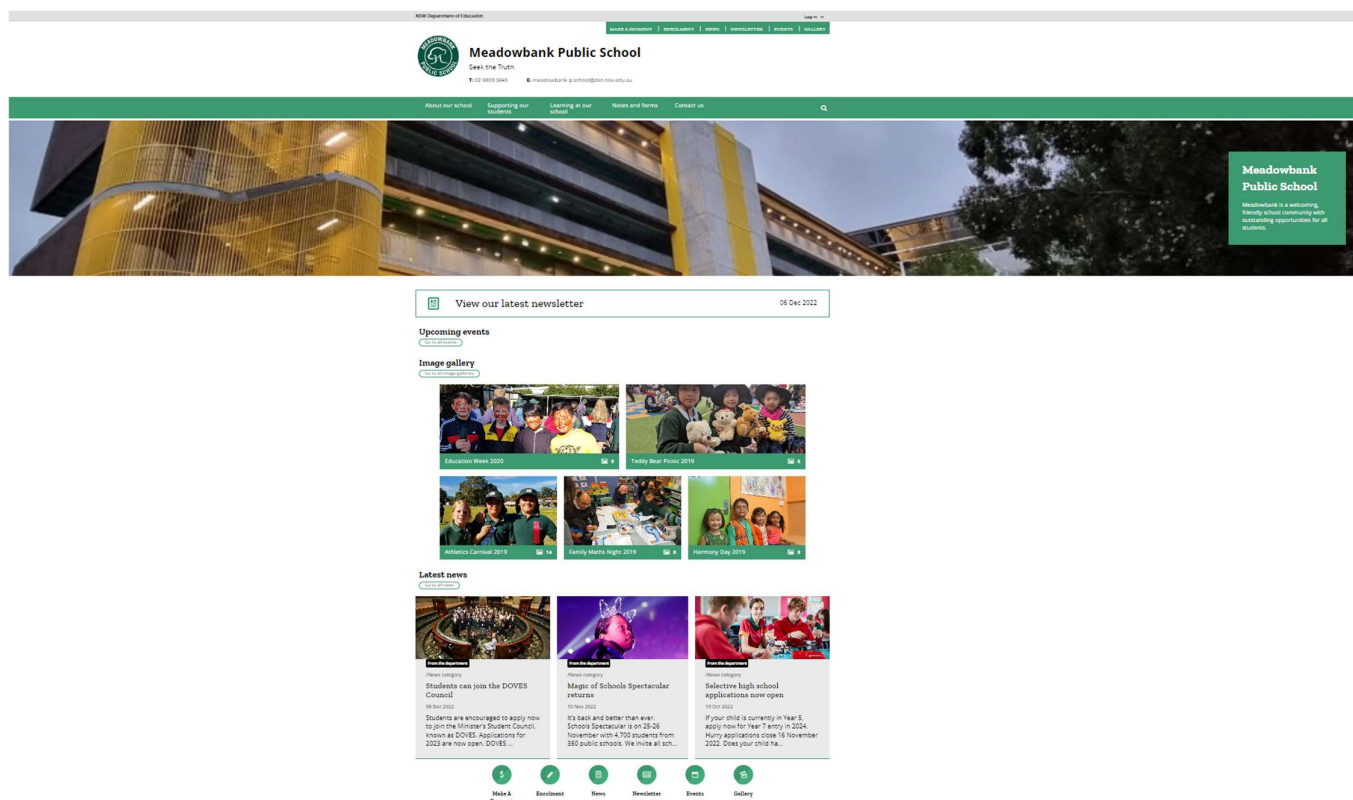
The Welfare Policy, which is strongly based on the Department of Education's Student Behaviour and Inclusive Education Policy, has been reviewed during 2022 to incorporate changes, and is currently being trialled to ensure it stays current and relevant.

Students work towards earning awards, all aimed at positive reinforcement, which supports their development. Awards include Good Efforts, Gold Star Awards and Principal's Award (which leads to a Principal's Morning Tea).

There are 3 encompassing school values which we teach here at Meadowbank. They are: Being Safe, Being Respectful, Being Responsible.

School Website and School Apps

You can visit our school website at: <http://meadowbank-p.schools.nsw.gov.au>
There you will find information about our school and news updates.



You can download the Sentral Parent App by searching your device’s app store. Subscribe to our weekly newsletter to receive updates and other communication throughout the year by emailing the school.

Home School Communication

The school recognises that the education of our students is the shared responsibility of the home and the school. Our Sentral Parent App is designed to deliver streamlined communication as soon as events occur. We will keep you updated with daily news and reminders, as well as celebrating the successes of our students. Notes requiring permission will be available through this app.

We try to keep you as fully informed as possible on all matters relating to your child's education. Any concern felt by you should be discussed with the class teacher or the Assistant Principal for your child's stage as soon as possible. In turn, we will contact you if we have concerns for your child as well. Please ensure the office has your latest contact numbers.

Section 2: The School Curriculum

English (Literacy)

The aim of the English syllabus is to develop competence in using language and encourage positive attitudes towards learning English.

The following objectives are covered:

- Oral Language and Communication
- Vocabulary
- Phonological awareness
- Print conventions
- Phonic knowledge
- Reading fluency
- Reading comprehension
- Creating written texts
- Spelling
- Handwriting
- Understanding and responding to literature

You can best support the school's program by reading to or with your child for a short time each evening and by encouraging your child to choose and read books in their areas of interest. It is a good idea to then discuss the text with them.

The handwriting style used in NSW schools is called Foundation style. In the later years of primary school, children are encouraged to develop their own style of handwriting.

Mathematics (Numeracy)

Mathematics is best learned in an atmosphere of engagement and challenge. The Mathematics program at Meadowbank provides students with opportunities to learn to:

- develop essential numeracy skills and mathematical fluency
- identify, describe and apply patterns and relationships
- develop their reasoning and problem solving skills
- apply their knowledge and understanding in practical situations and make informed decisions

The Mathematics syllabus ensures that students progress through sequential activities in the areas of Number & Algebra, Measurement and Space, and Statistics and Probability.

History and Geography

In the Geography K-6 syllabus, students investigate the diversity of places, including economic, demographic and social differences across countries. They explore business activities and trade connections across local and global scales and the effects of technologies and economic activities on people's lives. Students examine how local and state governments organise and manage places.

The History syllabus provides opportunities in K-6 to learn about change and continuity. Students continue to investigate their connections with the past through personal, family and local community history. They examine significant events and people that shaped Australian colonies and the nation.

Science and Technology

This learning area is concerned with preparing students for life in the 21st Century so that they are able to respond to the growth of scientific and technological knowledge. Science is concerned with finding out about the world in a systematic way. Technology is about the effective use of resources to meet the needs of our modern society.

Creative Arts

This key learning area incorporates visual arts, music, drama and dance. The Creative Arts syllabus is designed to enable students to gain increasing understanding and accomplishment in the visual arts, music, drama and dance and for students to appreciate the meanings and values that each of the art forms offer personally, culturally and as forms of communication.

Personal Development, Health and Physical Education (PDHPE)

Personal Development, Health and Physical Education is the key learning area in which students gain an understanding of themselves, how they can relate effectively with others, make responsible decisions and take action enabling them to enhance the quality of their lives. More directly than in any other curriculum area, Personal Development, Health and Physical Education emphasises the importance of leading healthy lifestyles and the need for understanding the mental, physical and social factors that influence personal health.

School Sport

We offer a large range of sports to all our students both through the school sports program and the interschool PSSA (Primary School Sport Association) games. The

sports program aims to encourage participation and cooperation whilst providing training in skills needed in a variety of sports.

Years K-2

While students have their weekly Physical Education (PE) lesson, they will also have a sport session. Each term, students will engage in different sport activities and games; this will be decided by classroom teachers.

Years 3-6

- Year 3 to 6 students have the opportunity to trial and participate in PSSA Gala Day competitions in various sports. At the beginning of the year, students complete trials where different skills are assessed. Successful students will be placed into PSSA summer (Term 1 and 4) and winter (Term 2 and 3) sport teams
- PSSA summer sports include: cricket, volleyball, Newcombe ball, T-ball and softball
- PSSA winter sports include: football, netball and tiger tag
- PSSA occurs every Friday afternoon at Meadowbank Park. PSSA teams will train with their teacher before or after school hours once a week
- Non-PSSA students will have a choice of other sports that are non-competitive run by external providers e.g. tennis, taekwondo, Oztag, European handball

For purposes of school-based sporting competitions, pupils are grouped into 4 Houses:

Burra (Blue) - Eel

Dyarrowunang (Black and White) - Magpie

Girrawi (Yellow) - Cockatoo

Walu (Red) - Snapper

Students are placed in a House in Kindergarten and remain in that House for the rest of their time at the school. Students from the same family are placed in the same House.

Section 3: General Information

Change of Details

Please notify the school of any alterations to custody, work contact numbers or address details as soon as there is any change. Providing accurate details promptly will allow for effective communication between parents and the school. This process is for both the health and safety of your child and, as stated above, for the collection of relevant data.

Emergency Contacts

It is extremely important that in the event of an emergency the school is able to contact parents or other contacts of your choice during school hours. Any change to emergency contact telephone numbers or relevant information during the year should be notified immediately to the school office.

Custody of Students

When students attending school are in the custody of one parent or guardian, a copy of the court order outlining the conditions of custody should be sighted by the Principal. It is important that this procedure be carried out so that we are aware of the situation and can act in the best interests of your child.

School Attendance

The Education Act (1990) requires that parents ensure that children of compulsory school age are enrolled at and regularly attend school. Regular attendance plays a vital role not only in a child's academic progress but also in their social and emotional development.

The Department of Education requires a valid reason from parents and carers when their child is away from school. These may include:

- An unavoidable medical or dental appointment
- Exceptional or urgent family circumstances
- Being sick, or having an infectious disease

If your child has to be absent or is absent, the school must be notified within seven school days of the absence occurring. This is usually done through the Sentral Parent App but can also be a phone call, email or visiting the school to inform the office. Our office sends out notifications each week to parents/caregivers of absent

students, which can also be replied to with an explanation or reason for the student's absence.

Holidays

Parents are encouraged not to withdraw their children from school for family holidays. However, if it is necessary to take holidays during school time, parents can apply for a Certificate of Extended Leave. This will ensure that absences are not recorded as unjustified. Please contact the office for this form.

Arrival on time

Arriving at school and class on time:

- Ensures that students don't miss out on important learning activities
- Helps students learn the importance of punctuality and routine
- Reduces disruption to the class

Lateness is recorded as partial absence and must be explained the same way as other forms of absence.

Money And Permission Notes Collection

When money and permission notes are needed for school events, payment can be made by through SENTRAL. The online payment portal can be accessed through SENTRAL.

Permission notes are available digitally on the Sentral Parent App. If the note is via hard copy, they are to be posted into the black mail box near the school library.

School Library

The school library is open for students to read or borrow books at lunch each day and also during class library lessons. All students must bring a library bag to school when borrowing and returning books during their library class time. A school library bag can be purchased from the Uniform Shop.

First Aid

First aid for any serious injury incurred by your child at this school is provided by a member of the Administration Staff who has a current First Aid certificate. Any child requiring first aid should firstly report to the class teacher or the teacher on playground duty. All teachers receive training in emergency care. Any injury or illness of a more serious nature will be notified to the parents on the contact number provided.

Medication

In the interests of safety for all students, the school requires that all medications be handed in at the school office where the office staff will oversee distribution and dosage. All medication must be accompanied by a completed and signed Request

for Support at School for a Student's Health Care Condition form, in order for it to be administered. This form must also be accompanied by a letter from your child's Doctor stating the medication plan including the child's name, medication, dosage and time for administration. All medication is required to have a prescription label identifying the child's name, medication and dosage requirements. All medication must be in its original packaging.

The only staff members permitted to administer medication are those that are certified in the Administration of Prescribed Medications and Asthma Treatments.

Please advise your child's class teacher of any medication regularly administered at home, which might have an impact on your child's performance and behaviour.

Asthma puffers may remain with students after consultation with the office staff.

Students requiring a Health Care plan (e.g. for anaphylaxis, epilepsy, allergies) are required to arrange a meeting with the classroom teacher to ensure procedures are documented and that the school is best meeting the needs of the child.

Lost Property

All items of lost property are stored near the school canteen. Items that have names marked on them are returned to the correct student. Children or parents wishing to look for missing items should check the lost property. Please remember that labelling your child's belongings will greatly assist in preventing lost property.

Bus Travel

All students in K-2 are eligible for free bus travel to and from school. Years 3-6 students are eligible for free bus travel if the distance travelled to school is greater than 1.6km. Opal Cards must be tapped on and off during travel. If lost or stolen a replacement Opal Card can be purchased via Transport NSW:

<http://transportnsw.info/school-students>

Bicycles, Scooters and Skateboards

Students may park their wheels in the bike racks which are located near the playground and under the school canteen. There is a bike gate on the other end of Rhodes Street that students can access before and after-school.

Our rules are:

- Only children 10 years or older are permitted to ride a bike to school. This is in line with the Department of Education and Training and NSW Roads and Traffic Authority recommendation that children under 10 years of age DO NOT ride bicycles to or from school unless accompanied by an adult.
- The bicycle is to be parked in the bicycle racks and not ridden within the school grounds
- The road rules are obeyed whilst riding to and from school
- Helmets are worn at all times while riding
- Bicycles are not to be ridden when leaving the school until clear of the pedestrian zones

Religious Education

Half an hour of religious instruction for students is available each Tuesday morning. Classes are formed according to religious denominations. Parents are asked to give permission for their child to attend these classes and to select which denomination they wish to attend. Ethics and non-scripture options are also available.

Classroom Equipment

Pencils, pens and rulers etc. are tools or resources that students in Years 2-6 need to bring daily to school to enable them to complete their tasks. Students' learning opportunities are hampered by the absence of these resources. The school has a list of resources that you need to buy for your child. Please supply your children with these resources as soon as possible. In Kindergarten and Year 1, most resources are provided.

Bring Your Own Device (BYOD) Program

Meadowbank Public School strongly recommends students in Years 3-6 to bring their own devices to school for learning and assessment purposes. Students access different online applications for class tasks, research activities and homework. There are also online assessments such as the Department of Education's Check-in. An agreement will be sent home at the beginning of each year before students can bring in their devices. For further information on what device to bring in, please collect a form from the school office.

The Parents' and Citizens' Association (The P&C)

The Parents' and Citizens' Association (P&C) meets Tuesday evenings in weeks 4 and 8 of each school term. The branch organisations of the P&C work together to raise funds to provide additional materials and equipment which is needed for the school's educational programs. At the regular meetings, matters are discussed relating to the educational programs of the school and the welfare of the children. We encourage you to join the school's P&C Association and attend these meetings.

Homework

At the beginning of the school year each teacher informs parents of the homework procedures for their class. Homework is not compulsory at Meadowbank Public School. However, reading regularly is highly encouraged for students across K-6.

Extra-Curricular Activities

Our school offers a variety of opportunities for students to join activities which may be held outside of class time. These activities are used to develop individual talents of students while providing choice and personal interest in education. Some activities include:

- Dance Group for students in Years 3-6.
- Choir for students in Years 3-6.
- Sporting teams that may train before school or during lunch breaks.
- Debating and public speaking activities.
- Chess club

Excursions and Incursions

Excursions and visiting events (incursions) are part of the school's educational program. Each activity is chosen to support an educational program which is operating in the classroom.

All students are expected to participate in the excursions and incursions organised for their class in order to gain maximum benefit from the classroom activities conducted before and after the activity.

Written details will be provided to parents via SENTRAL and written parental permission will be sought before a child can participate in an excursion or performance.

Family Assistance

The school has access to limited funds for parents who are facing financial difficulty in providing resources needed for their child at school whether it be uniforms or workbooks, or making payments for incursions or excursions. Please contact the office at school for information on the guidelines for applying for Student Assistance. All requests for Student Assistance are strictly confidential.

Student Leadership

Meadowbank Public School strives to foster leadership in the students in a variety of ways.

School Captains (Year 6)

Each year School Captains and Vice Captains are elected. A prefect body of four students are also elected. These students perform many important tasks at a variety of school functions. They are expected to provide an example of appropriate behaviour and attitude to the rest of the school, as are all senior students.

Sports Captains (Year 6)

Our four house sporting teams also elect a Captain and Vice Captain each year. These students assist with the organisation of any sporting events held at school.

Opportunity Classes

In May each year, parents of Year 4 students may apply to sit for the placement test to attend an Opportunity class in Years 5 and 6. In Term 1 of Year 5, students may apply to sit for the placement test to attend a High Potential and Gifted and Talented class, that runs one day per week.

High School Entry

The process begins when students start year 5. The local high school is Marsden High School.

School Assemblies

These occur weekly and are an opportunity to celebrate the achievements of students. Parents of the host class are welcome to attend. Assemblies occur every Tuesday from 11:15 am.