



Welcome to Vardys Road Public School



Quality education in a caring environment.
'I aspire'

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Welcome to Vardys Road Public School

Welcome to Vardys Road Public School.

Vardys Road is a community based school that prides itself on ensuring that all our parents/carers and visitors feel welcome, informed, engaged and connected to our caring school and to each other.

The following information aims to provide an overview of the school's procedures, programs frameworks and expectations. This booklet will be a useful guide and reference point, while you settle into our supportive community.

Vardys Road aspires to be the hub of a passionate community, where we work in partnership with each parent/carer and student to ensure every child Strives, Thrives and Engages with the quality education we aim to provide.

As such, all our teaching, support and administration staff will always extend a helping hand and welcome any questions. A quick discussion at school will address most issues or direct you towards more targeted school and community supports.

You are now part of the Vardys Family....welcome and enjoy!

Ian Short
Principal

Bell Times

The bell rings at the following times:

8:30 am	Commencement of supervision in the playground
8:55 am	Music plays and students move to lines
9:00 am	Class begins
11:00 am	Beginning of recess
11:25 am	Music begins to remind students to go to the toilets and move to recess lines
11:30 am	End of recess
1:20 pm	Eating time in class
1:30 pm	Play time
1:55 pm	Music begins to remind students to go to the toilets and move to classroom lines
2:00 pm	End of lunch
3:00 pm	Home time

Absences

All absences from school are required to be covered by a written explanation. This can be done by a written note, by the school email vardysroad-p.school@det.nsw.edu.au or via the Communication App. The school is required by law to have a record of absence. Justification of absence needs to be made within five days from the last date of absence.

Allergies

At Vardys Road Public School there are students with life-threatening allergies. We have procedures in place to take care of these students. We ask families to be mindful of the food they send to school with their children. Please don't send students to school with food containing nuts and nut products such as peanut butter and Nutella.

Appointments

If you wish to meet with the Principal, Executive Teacher, Class Teacher or School Counsellor, please email the school for an appointment on vardysroad-p.school@det.nsw.edu.au

Arrival at School

Students should not arrive at school before 8:30am as they are not permitted to be left in the playground unattended. Students who need to arrive at school before this time are asked to enrol at the Before and After School Care located on the school premises called Jigsaw OOSH. They can be contacted on 0455 533 568 or via their email address: vardysroad@jigsawoosh.com.au.

Arriving Late or Leaving School Early

Late arrivals after 9:00am must visit the Administration Office before entering their classroom. Our office staff will enter their late details into the system and send them to class with a late slip. If your child needs to be collected early, they must be signed out by a parent/caregiver or by the designated emergency contact, via the Administration Office. Students cannot be released unless a photo ID is provided. The office staff will call for your child to come to the office.

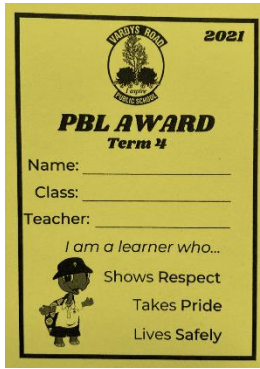
Assemblies

K-6 Assemblies occur promptly every third Monday or Wednesday depending on the term at 2:20pm. Parents are welcome to attend this assembly. Awards are handed out and our school values are reinforced. Our student leaders run this assembly with the assistance of a staff member or a member of the Executive Team.

K-2 Assemblies take place on Fridays of each term at 12:30pm. Classes are rostered on to run an assembly and an invitation will be sent inviting you to attend your child's class assembly.

3-6 Award Assemblies take place each week on Fridays after recess. Parent assemblies are rostered and occur on a Friday at 2:00pm. An invitation will be sent inviting you to attend your child's class assembly where they will showcase their work, present items and acknowledge awards.

Awards



PBL Awards

PBL Awards are given in the classroom and in the playground.

They are awarded for our PBL values of respect, pride and safety.

20 PBL Awards collected over multiple terms = **1 Merit Award**

20 PBL Awards collected over one term = **Principal's Luncheon + 1 Merit Award**

Merit Awards

Merit Awards are given to students for academic achievement, bookwork, citizenship and special achievements.

Merit Awards will be awarded at weekly assemblies .

Merit Awards are also given to students who have collected 20 PBL Awards.

Principal's Luncheon

Students who receive 20 PBL Awards in **one** term will receive 1 Merit Award **and** are invited to attend a Principal's Luncheon.

These luncheons are held at the end of Terms 2, 3 and 4.

5 Merit Awards = **1 Gold Award**

3 Gold Awards = **1 Excellence Badge**

1 Badge + 3 Additional Gold Awards = **1 Gold Medallion**



Tilly Tokens

Tilly Tokens are given when students are rewarded for doing something well – they are a 'Caught You Being Good' symbol.

Students place the Tilly Tokens in their Sport House collection box on the 'Caught You Being Good' board near the Library.



Book Club

Each term books can be ordered from the Scholastic Book Club catalogue. Orders can be placed via the Scholastic website. When the book orders are sent to school they will be distributed to students.

Canteen

The canteen operates Monday - Friday at recess and lunch. Students can place lunch orders directly at the canteen in the morning before school commences, online through Flexischools or in a paper bag via the lunch basket found in each classroom. The canteen menu is available on the school website.

Carnivals & Sport

Carnivals

Kindergarten students at Vardys Road Public School will participate in an annual K-2 Athletics Day usually held in Term 3. On this day they will participate in a variety of running races and rotation activities based on fundamental movement skills.

Our students aged 8 and above, are given the opportunity to compete and qualify in our three major sports carnivals in the Seven Hills/Wentworthville Zone. The school Swimming Carnival takes place in Term 1 at the Blacktown Aquatic Centre. Aside from our competitive races, our non-competitive students are given the opportunity to participate in novelty events whilst the competitive races occur. We hope this encourages improved attendance and enjoyment whilst providing an active cheer squad for our competitive swimmers. Attending teachers are provided with a role and responsibility for the day, this ranges from crowd control, timekeeping, marshalling, announcing or running novelty events.

The Seven Hills/Wentworthville Zone Swimming Carnival also traditionally takes place in Term 1.

Our School Athletics Carnival takes place each year at the Blacktown International Sports Park. Students are provided the opportunity to participate in both track and field events. Roles and responsibilities are given to teachers attending this carnival. Students can then qualify for the Seven Hills/Wentworthville Zone Athletics Carnival.

The School Cross Country traditionally occurs in Term 2. This event takes place within the grounds of our school. Students who perform well can qualify for the Seven Hills/Wentworthville Zone Carnival.

School Sport

Sport is run on Friday mornings through stage based programs. Kindergarten sport is rotation based, where students move around to different gross motor activities. Often parent helpers are invited to support the Kindy sport program.

PSSA (Primary School Sports Association) is an inter-school sport competition and is offered to students in Years 3-6. Fitness sessions are held in class each week. Inursion programs are also offered, such as a gymnastics program every second year, AFL/Cricket/NRL clinics when available.

Child Protection

To ensure the safety of our students all volunteer workers are required to complete a Working with Children Check form before working with our students. To apply for a Working with Children Check please visit: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Child Protection lessons are taught each year as part of our Personal Development Health and Physical Education curriculum. In Kindergarten, we use the Brave Hearts program to support the teaching of child protective strategies. <https://bravehearts.org.au/>

Communication - Home/School

We communicate with our community in a variety of ways.

The School Website - www.vardysroad-p.schools.nsw.edu.au

The school website is a site that caters to both the school community and the public. The school website is filled with information about the school, school activities and students' lives at school. Families can find information regarding school activities and excursions. Families can pay for school activities, excursions and equipment online.

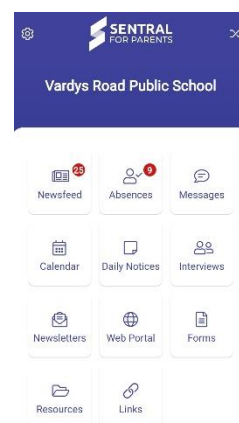
Newsletter

Our newsletter is issued every fortnight on an even week. The school newsletter is in digital form which is emailed or available through the school website or Parent Portal.

Sentral Parent Portal

Parents will be given an access key to view and manage information for their child. You can:

- Stay up-to-date with daily notices and news feed.
- View your child's absences and submit absence notifications.
- Book Parent/Teacher Interviews in Term 1.
- Send a message to your child's teacher.
- View links to the newsletter, school calendar and other resources.



Please contact the school if you have not received your Parent Portal welcome letter.

Social Media

Vardys Road Public School has a Facebook page and Twitter account for the purposes of promoting school events and celebrating achievements. Teachers may be asked to contribute photos or items to share on social media. Only those students who have Permission to Publish ticked on their enrolment form will be included in photos on social media.

Parent/Teacher Interviews

Formal parent/teacher interviews are held once a year towards the end of Term 1. Parents or teachers may also request an interview at other times during the year. Often a Supervisor is asked to attend these additional parent/teacher interviews.

Creative and Performing Arts

The Creative Arts groups offered at Vardys Road vary from year to year depending on staff availability and resources. Some of the opportunities that may be offered include:

Choir

There are many choirs that operate at Vardys Road Public School. The Stage 2 Choir participates in the Blacktown Festival of Music, the Stage 3 Choir participates in School Spectacular. Stage 1 and Kindergarten Choirs perform at school events.

Dance

Vardys Road Public School offers three extra-curricular programs in dance - Stage 1, Stage 2 and Stage 3 Dance groups. The Stage 1 Dance group is an enjoyment based, non-competitive group who will perform at school events and will run for the calendar year. The Stage 2 and Stage 3 groups are competitive and auditions are held in Term 4 each year. These two groups traditionally audition for the Synergy Dance Festival and the Blacktown Festival of Performing Arts.

Drama

Vardys Road Public School offers several drama groups that perform at school events and the Blacktown Festival of Music.

String Ensemble

Students are offered the option of paying for private tutoring in the String Ensemble. Lessons are conducted at school by a private tutor.

School Bands Australia

Students in Years 3-6 are offered the option of paying to be a part of the combined schools concert band run by School Bands Australia. Students receive a tutorial and combined practise once a week.

Ukulele & Drumming

The school has a set of Ukuleles and Djembe drums that are used to teach students skills and organise school performances.

Custodial Matters

It is a requirement that families keep the school informed of any changes to the custodial arrangement of students. The school is required to uphold these arrangements. Schools have responsibility for the welfare of students whilst attending school and can refuse access to non-custodial parents if it is not in the best interest of the child or is in breach of court orders. Please contact the Principal to discuss any legal matters.

Email Contact

Families can email the school for any reason they wish. Emails will be passed to the respective staff member. Families can email the school at: vardysroad-p.school@det.nsw.edu.au

Debating and Public Speaking

Debating and Public Speaking are both valued components of the Vardys Road Public School extra-curricular programs. These programs are closely linked to the Speaking and Listening outcomes and benefits children who participate.

Our school participates in the 'Premier's Debating Competition' and the 'Blacktown Debating Competition' that involves many of the schools within our area. This program is only offered to Stage 3. Students are nominated to join the debate team based on teacher recommendations and they then attend weekly workshops where they learn skills, techniques and prepare for upcoming competitive debates. We often host competitive debates in our school hall and all Year 3-6 classes are invited as an audience.

We also participate in the annual 'Blacktown Public Speaking Competition' and the 'Multicultural Public Speaking Competition'. All Year 3-6 students are invited to try out to represent our school at the finals. Students are provided with a list of topics and a time limit; they are to prepare their own speech at home. Finalists travel to local schools to deliver their speech at the finals and other competitors are given opportunities to deliver their speech at school.

Digital Technology

Vardys Road Public School has iPads, laptops or PCs in each classroom which teachers integrate into lessons. Students also have access to a range of technology such as robots (Beebots, Ozobots and Dash & Dot), Osmo, 3D printers, Green Screens and Virtual Reality technology.

Each class also visits our computer lab each week which has 32 desktop computers for students to complete lessons.

Excursions

All students are provided the opportunity to attend at least one excursion each year. Excursions vary in cost and location depending on the Key Learning Area being studied. Permission notes will be sent home with students at least 2-4 weeks prior to the excursion.

Hats

Vardys Road Public School is one of many schools which have a 'No Hat, Play in the Shade' policy. School hats are available through the P&C Uniform Shop on Tuesdays from 8:30am at the end of B Block (the block closest to Vardys Road) near the junior toilets.

Health Issues

Any special health care precautions, (allergies, etc.) and any infection or disability (asthma, diabetes, hearing condition, etc.) should be notified as soon as it is diagnosed.

Some common childhood diseases and skin conditions are:

Chicken Pox

Exclude for at least five (5) days after rash first appears and until the blisters have all scabbed over

Measles

Exclude for four (4) days from the appearance of the rash

German Measles

Exclude for four (4) days from the appearance of the rash

Mumps

Exclude for nine (9) days from the onset of the swelling

Whooping Cough

Exclude until the first five (5) days of a special antibiotic has been taken

Conjunctivitis

Exclude from school until eye is completely clear of discharge

Meningococcal

Seek medical help immediately. Patient will need hospital treatment

Head Lice

Children are not excluded from school as long as head lice management is ongoing. Pediculosis, head lice or nits is a recurring problem in all schools. Very few children escape having head lice at some time during their years at school and nits are not particular about which head they invade!

If your child has been ill with an infection, they may require clearance to return to school. Please contact the school office for advice.

If your child has been absent from school with sickness, you are required by law to notify the school of their absence. You can send an absence note with them when they return to hand to their teacher, send the school an email to advise of absence or fill in an absence notification on the communication app.

Sick or Injured Students

If your child is sick or injured, they will be sent to the sick bay in the administration office and if needed, contact will be made with the parent/carer listed on enrolment. If the parent/carer is unavailable, the emergency contacts will be phoned. It is essential that records are kept up to date so that contacts can be reached if your child becomes sick at school.

If your child is vomiting, has a temperature or has flu-like symptoms in the morning, please keep them at home. Please ensure you inform the school if there are any changes regarding any contacts.

Homework

Homework may include both formal and informal activities involving practise, preparation, research, Mathletics online learning, creative and extension work.

- Year K - 1 Approximately 15 minutes for up to four nights.
- Year 2 - 3 Approximately 20 minutes for up to four nights.
- Year 4 - 6 Approximately 30 minutes for up to four nights.

These activities will be suited to individual needs and stages of development.

Home Reading

At Vardys Road Public School we encourage all of our students to read every day.

As well as improving students' general reading ability, daily reading achieves the following:

- Provides mental stimulation
- Expands vocabulary
- Improves memory
- Develops stronger analytical thinking skills
- Increases general knowledge
- Improves focus and concentration
- Develops writing skills
- Improves the imagination
- Develops verbal ability
- Provides free entertainment

1 X Reading Sheet = A Reading Award
3 X Reading Awards = A Home Reading Certificate
3 X Home Reading Certificates = A Merit Award



The image shows a template for a 'HOME READING AWARD' certificate. At the top center is the Vardys Road Public School logo, which features a tree and the motto 'LEARNING TO GROW'. Below the logo, the text 'HOME READING AWARD' is written in a large, outlined font. In the center, there is a colorful illustration of three children sitting on a stack of books. To the right of the children is a large stack of colorful books. Below the illustration, there is a horizontal line. Underneath the line, the text 'Has completed a home reading sheet' is written. At the bottom, there are two fields for 'Signature' and 'Date', each followed by a blank line for writing.

Library

The Vardys Road Public School Library is a vibrant, welcoming space; it is the hub of our school. The Library caters to both the academic and recreational reading needs of our school community. It is also open before school and during lunch for student reading, computer work, board games, Wednesday morning Yoga and Friday lunch time knitting.

All classes have a one hour Library lesson per week. The lessons are provided as Relief from Face to Face (RFF) for the classroom teacher. Library lessons are the responsibility of the Teacher Librarian (TL).

During Library time students have ample opportunity to browse, select and borrow books. Kindergarten-Year 2 students are entered into the Premier's Reading Challenge (PRC) by the TL. All books read to the Kindergarten-Year 2 students during Library lessons are electronically entered onto their Premier's Reading Challenge Reading Log. At the end of the year each Kindergarten-Year 2 student will have completed the Premier's Reading Challenge and receive their certificate.

Students in Year 3-6 have the opportunity to participate in the Premier's Reading Challenge. During their browsing time they are encouraged to choose books on the Premier's Reading Challenge list and also have time to electronically record their reading on their online Premier's Reading Challenge Reading Log.

Lost Property

Lost property is located in the school office, although it is recommended that you check your child's classroom first as many classrooms have their own 'lost property' pile.

Medication

If your child requires prescribed medication (antibiotics, Ventolin etc.) please bring it to the office in the original packaging with the chemist label, showing the child's name and dosage and time. You will need to complete an Authority to Administer Medication Form. Please do not send any medication with your child. Non-prescription medication cannot be administered by staff and must not be brought to school. If your child requires cough medicine, Panadol etc, you will need to come and administer it yourself. School staff will not perform this. Please contact the school if you need further information.

Permission Slips and Money

All payments for excursions, sports carnivals, etc. are collected by the front office, required by the due date. We ask that you please pay online via the Make a Payment tab on the school website. Children should 'post' all permission notes the following day, in the grey notes box located inside the office before 9:00am. Please keep the top half of the note and a record of the online receipt number for your reference.

Reports

All schools are required to report to parents regarding student academic and non-academic learning. After each Semester (end of Term 2 and Term 4) reports from your child's teacher will give you information on how your child is achieving against state wide standards as well as how they are progressing in comparison with classmates.

Relief from Face to Face (RFF)

Relief from Face to Face (RFF) is when full-time teachers are given two (2) one-hour blocks each week. Currently at Vardys Road Public School, Library and PDHPE are the subjects covered during these sessions.

Scripture and Ethics

3-6 Scripture Thursday 9:15am - 9:45am

K-2 Scripture Thursday 10am - 10:30am

Vardys Road Public School offers a range of choices for Special Religious Education (SRE) or Special Education in Ethics (SEE) to our families. The Scripture denominations offered are Roman Catholic and Protestant. Any students who do not wish to participate in a religious denomination attend a non-scripture class. You will choose your child's SRE or SEE option when you enroll. To change into a different scripture class students need a note signed by one of their parents sent to the school.

If you choose non-scripture for your child, you will be invited to have your child participate in Ethics classes. More information about Ethics will be provided by the school once your child has commenced enrolment.

School Song

School Song

Vardys Road our school we honour,
 'I aspire' is on our banner.
Work and play with all our might
 And always do the right.
 Try our best at lessons,
When temptation beckons,
 May our courage never fail
 You our school we hail!
Onward then, the right pursuing
 Let us all be up and doing
Vardys Road our school we honour,
 To our school be true.

Student Representative Council (SRC)

The Student Representative Council (SRC) is a group of students, Years 2–6, who are voted by their peers to organise and represent their class at school events. The SRC run a range of activities along with helping the P&C run multiple whole school initiatives, such as our annual themed mufti day, charity drives associated with Stewart House (i.e. clothing bag collection), Showcase of Talent and the Playground Equipment Initiative.

Student Welfare

Vardys Road Public School is a happy and safe place to learn, where we foster positive values and a caring attitude towards one another and the environment. We achieve this through student and staff welfare programs, which promote harmony and personal growth.

We acknowledge that each member of our school community has a valuable part to play and that we must each fulfill our responsibilities whether as a student, teacher or parent/caregiver. The Vardys Road Public School purpose is based on the principle that a student's development is a shared responsibility between teachers, students and families. Consistency is a key element for achieving success.

Positive Behaviour for Learning – (PBL)

Vardys Road Public School is a Positive Behaviour for Learning school. Positive Behaviour for Learning (PBL) is a school-wide behaviour initiative that employs a whole school approach to address behaviour. Positive Behaviour for Learning encourages positive behaviour from students within a values-based system. It also reduces the impact that problem behaviour has on student outcomes and on the school community as a whole. Positive Behaviour for Learning has been shown to improve students' self-concept and motivation to learn.

At Vardys Road, we are learners who...



Show **RESPECT**
Take **PRIDE**
Live **SAFELY**



Vardys Road Public School Expectations

- Students are to show **respect** to teachers, staff and community helpers at all times by abiding by the class rules and school expectations, speaking courteously and following instructions cooperatively
- Students are to show **self-respect** and meet their learning responsibilities to themselves as well as respecting the rights of fellow students, teachers and community members
- Students are to **respect** property belonging to themselves, the school and to others
- Students are to take **pride** and come prepared for lessons. They should be punctual and attend school regularly
- Students are to take **pride** in the wearing of their school uniform. The school community has decided that our school will maintain high standards in dress and that students will adhere to uniform requirements
- Students are to act in a **safe** way. Expected behaviours for safety are taught explicitly and students have the responsibility to ensure that their actions do not cause injury or harm towards themselves or to others.

Positive Behaviour for Learning expectations are taught explicitly for school-wide, non-classroom and classroom settings. Targeted interventions are also introduced on a needs basis.

School Mascot



Tilly the turtle is our school mascot. In 2019, students participated in a competition to design a mascot for the school. Tilly the turtle was voted by the school as the winning mascot because the Eastern Long Neck turtle is always moving forward, making progress. Tilly is resilient with her tough shell to protect her. Tilly reminds us to follow the school expectations.

Vardys Road Public School Class Expectations

Class expectations must align with our school expectations. This ensures that we as teachers are consistently using the same language. The students also hear the same language being used wherever they are in the school.

Example:

School Expectations	My Class Expectations
Be Respectful	<ul style="list-style-type: none">• I will put my hand up and wait my turn• I will listen carefully• I will speak at the appropriate times
Take Pride	<ul style="list-style-type: none">• I will always do my best• I will look after all equipment• I will look after the classroom
Be Safe	<ul style="list-style-type: none">• I will follow instructions• I will think before I act

Systems of Support and Intervention

Students at Vardys Road Public School have a range of needs, e.g. behavioural, academic, social, emotional and physical. These needs are supported by:

Classroom Teacher

- Discuss concerns with Supervisor to identify patterns of behaviour/need
- Consider existing support and possible adjustments – including the structure of routines, the environment and explicit teaching to meet needs or replacement behaviour
- Contact parents/caregivers to discuss issues
- Provide all available data and information related to the student to the Stage Supervisor for referral to the Learning Support Team (LST).

Learning Support Team

Principal, Learning Support Team Coordinator, Learning and Support Teacher (LaST), Stage Supervisors, Counsellor and Community Wellbeing Officer.

- Consider all available data and information related to the student and the behaviour/need
- Consider other relevant people who may assist including the Learning and Support Teacher, Community Wellbeing Officer, Counsellor and outside agencies
- Consider existing school wide systems and practices. Plan, implement and review any adjustments
- Consider application for group/whole school support.

School Counsellor

- Vardys Road is allocated a School Counsellor for 2 days a week. The School Counsellor works in collaboration with the LST Coordinator to make classroom observations, speak to parents/caregivers, assess students, liaise with outside agencies and apply for support e.g. integration funding, health or vision support as necessary
- Referrals are made to the School Counsellor through the Learning Support Team.

District Guidance Officer

- Considers requests and signs applications if the services requested are deemed appropriate
- Signs a Disability Confirmation Sheet when funding requests are made.

Anti-Bullying Plan

Students have the right to expect to learn in a safe, happy, environment, free from the fear of bullying, harassment and intimidation. These behaviours must be taken seriously and are not acceptable in any form.

As a school community we have a shared responsibility to create a safe and happy environment. In this school, inappropriate behaviour that interferes with teaching and learning cannot be accepted. Students, teachers, parents/caregivers and members of the wider community will not allow cases of bullying to go unreported and will speak up.

Bullying can be defined as intentional, **repeated behaviour** that causes distress, hurt or undue pressure. Bullying can involve all forms of harassment, humiliation, domination and intimidation. Bullying can be verbal, physical, social or psychological.

Bullying Behaviours

- Verbal e.g. name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- Physical e.g. hitting, punching, kicking, scratching, tripping, spitting
- Social e.g. ignoring, excluding, ostracising, alienating, making inappropriate gestures
- Psychological e.g. spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS, email messages or other forms of communication and media, inappropriate use of camera phones.

What can we do to effectively deal with bullying?

At Vardys Road Public School we promote positive relationships that respect and accept individual differences and diversity. Each member of our school community can assist in the following ways:

Staff

- Support students in all aspects of their learning
- Model appropriate behaviours using words and actions at all times
- Be observant of signs of distress in students or suspected incidents of bullying
- Patrol and supervise actively on playground duty
- Explicitly teach the skills students need to understand, recognise and respond positively to a bullying incident, including their responsibilities as bystanders or observers
- Support victims of bullying
- Implement behaviour management programs for the 'bully'
- Provide parents/caregivers and students with clear information on strategies that promote appropriate behaviour and outline the consequences of inappropriate behaviour
- Follow-up complaints of bullying, harassment and intimidation quickly and efficiently.

Students behave appropriately, respecting individual differences

- Refuse to be involved in bullying situations
- Tell an adult if they are being bullied or observe bullying
- React assertively using strategies taught in class
- Refuse to retaliate
- Use the S.T.A.N.D. approach.

Vardys Road Public School Make A	
S.T.A.N.D.	
S tay Calm	
T ry To Ignore	
A sk Them To Stop	
N ever Fight	
D uty Teacher	

Parents/Caregivers

- Support their children in all aspects of their learning
- Watch for signs of distress
- Advise or inform the school personally of bullying concerns
- Discourage retaliation and support their children in developing positive responses to incidents of bullying.

Reporting

Due to the nature of bullying, reporting an incident is often difficult for a student. All students must be assured that they are safe and that only by speaking up can the behaviours be stopped. All reports will be acted on. Students or parents/caregivers can speak to class teachers, Executive staff or the Principal. All reports will be referred to the Executive to manage. Documentation related to investigations will be kept as part of student welfare records.

What will the school do if bullying occurs

1. Interview all parties involved
2. Provide support for the victim
3. Discipline the bully appropriately according to the Student Welfare Policy
4. Inform parents/caregivers of the incident
5. Develop behaviour modification programs, seek counsellor or agency support, as required
6. Apply Departmental consequences, e.g. suspension, in cases of severe or repeated bullying.

Student Behaviour Management Steps – The Levels System

At Vardys Road Public School we have systems to address behaviour when students are not following school expectations. In the classroom, students are given three warnings. These warnings may include time out in the classroom, time out in a neighbouring classroom or referral to the Assistant Principal.

Students may be referred to the Reflection Room to discuss their behaviour with an Assistant Principal.

Your child may bring home a communication card explaining that they have been to reflection room to discuss their behaviour.

For repeated unacceptable behaviour we have a Levels System. There are four levels within this system. Whilst the intent is to correct student behaviour, students may escalate through these levels or skip levels depending on the severity of the behaviour.

If your child is placed on a level, a letter will be sent home explaining their behaviour and the consequences.

The Levels

Level 0	Isolated or occasional/minor behaviour problems in the class and/or playgrounds.
Level 1	Occurs when a student receives 3 negative incidents within 10 school days. Student will attend reflection room for 5 lunches.
Level 2	Occurs when a student receives 3 negative incidents whilst on Level 1. Student will attend reflection room for an additional 5 lunches and be withdrawn from school excursions/representative sports.
Level 3	Occurs when a student's behaviour has not improved. May include a Suspension Warning.

Elements of the Levels System

Communication Card	For positive feedback to parents/carers or for minor behaviour issues. To be signed by parent/caregiver and returned to school.
Reflection Room	Time out room at lunchtime with Executive.
Sentral Welfare	Centralised student records database.

Vardy's Road Public School
Communication Card

Name: _____

Class: _____ Date: _____

Staff: _____ Time: _____

Classroom Playground Other

Reason:

Consequences:
(Behaviour Incidents Only)

Timeout – Playground/Classroom

Referral to Assistant Principal

Reflection Room – Removed from Playground

Parent Signature _____

Please return this card and feel free to contact the relevant staff member by email, phone or comment on reverse side.

Respect | Pride | Safety

Uniform Shop and Uniforms

The Uniform Shop is located at the end of the B Block (the block closest to Vardys Road) near the junior toilets and is open one morning each week. Please check the VRPS P&C website to confirm opening times. <https://vrpspc.org.au/>

A uniform dress code reinforces in students a pride, in their own appearance, instils recognition of themselves as an integral part of the school community and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the dress code.

In accordance with wearing full school uniform with pride students must also adhere to the following guidelines:

- Stud earrings worn in the ears, plus watches are the only acceptable jewellery
- Extreme hair colours (e.g: green, pink or purple rinses) and/or extreme hairstyles (e.g. spikes or mohawks) are not permitted
- The only headwear that is acceptable is sun smart hats consistent with our 'No Hat – Shade Play Policy' and headwear of religious/cultural significance e.g. turban, hijab etc. They must be worn outside during recess, lunch, sport and any other outside activity. Hats are not to be worn inside
- Parents and Citizens Association will operate the school Uniform Shop and a second-hand uniform pool for parents.

SCHOOL UNIFORM

GIRLS' SUMMER UNIFORM

- Royal blue culottes and short sleeve white polo shirt with school crest
- Blue and white stripe summer dress
- Royal blue jacket or jumper with school crest
- Black shoes - white socks
- School hat - broad brimmed style

GIRLS' WINTER UNIFORM

- Royal blue tartan tunic - princess line with white skivvy or long sleeved white polo shirt
- Royal blue culottes and white polo shirt with school crest plus navy tights
- Royal blue tracksuit pants or trousers and long/short sleeve white polo shirt with school crest
- Royal blue jacket/jumper with school crest
- Black shoes - white socks
- School hat - broad brimmed style

GIRLS' SPORT UNIFORM

- Unisex sports shirt with school crest
- Unisex sports shorts with VRPS embroidered on both sides
- Sneakers - white socks
- School hat - broad brimmed style

BOYS' SUMMER UNIFORM

- Royal blue shorts and short sleeve white polo shirt with school crest
- Royal blue jacket or jumper with school crest
- Black shoes - white socks
- School hat - broad brimmed style

BOYS' WINTER UNIFORM

- Royal blue tracksuit pants or trousers and long/short sleeve white polo shirt with school crest
- Royal blue jacket/jumper with school crest
- Black shoes - white socks
- School hat - broad brimmed style

BOYS' SPORT UNIFORM

- Unisex sports shirt with school crest
- Unisex sports shorts with VRPS embroidered on both sides
- Sneakers - white socks
- School hat - broad brimmed style



Summer



Winter

Glossary

Schools sometimes have their own language, so we have created this list of common abbreviations or terms to make the world inside the school gates seem a little less confusing.

AECG – Aboriginal Educational Consultative Group

AC – Aboriginal coordinator

ADD – Attention deficit disorder

ADHD – Attention deficit hyperactivity disorder

AP – Assistant principal

ASD – Autism Spectrum Disorder

ASO – Attendance Support Officers work with school communities to encourage all students to attend school regularly

CA – Creative arts

CAPA – Creative and performing arts

CWO – Community wellbeing officer – encourages and supports parents/carers and the wider community

COLA – Covered outdoor learning area in the playground

Curriculum – The Australian curriculum in NSW is the planned program of teaching and learning constructed by educators, in partnership with learners and others, to achieve agreed educational outcomes.

Creative Arts – a Key Learning Area covering visual arts, dance, drama and music

DoE – Department of Education (NSW)

DP – Deputy Principal

English – students learn about and learn to use the English language and literature. Students respond to and compose texts of many kinds, e.g. film, plays, novels.

EALD – English as an additional language/dialect

G&T – Gifted and talented students are those whose potential is distinctly above average in one
or
more of the following domains of human ability: intellectual, creative, social and physical

HSIE – In Human Society and Its Environment students study history and geography

IWB – Interactive whiteboards, also referred to as electronic whiteboards, are technology tools for learning in the classroom. Sometimes referred to as 'smartboards'.

KLAs – Key Learning Areas: In primary school they are English, mathematics, science and technology, human society and its environment (HSIE), personal development, health and physical education (PDHPE), and creative arts (CAPA).

Learning Stages – Schooling in NSW follows a curriculum based on stages of learning. Each stage is approximately equivalent to two school years.

YEAR OF SCHOOL	STAGE OF LEARNING
Kindergarten	Early Stage 1
Years 1-2	Stage 1
Years 3-4	Stage 2
Years 5-6	Stage 3

Learning and Support Team (LST) – school staff who meet regularly and work together to further support students with additional learning needs

Literacy – The ability to read, write and use information appropriately. It includes speaking, listening and critical thinking. Literacy skills are used across all Key Learning Areas as well as English.

LOTE – Languages other than English

Mathematics – It's often shortened to 'maths' and includes the study of number, patterns and algebra, measurement, data, space and geometry

Mufti Day – Casual dress day. Schools sometimes allow students to wear something other than their uniform on a special day. It may be themed (for example on Harmony Day the school may decide everyone can wear orange clothing as part of the school celebrations). Sometimes it's a fundraising opportunity to raise money for charity. The school will always notify parents in advance of a Mufti Day.

NAPLAN – The National Assessment Program consists of national tests held in Literacy and Numeracy for all Australian students in Years 3, 5, 7 and 9.

Numeracy – Is the ability to understand and work with numbers. Numeracy skills are used across all Key Learning Areas as well as Mathematics.

OC – Opportunity Class Placement may be offered to Year 5 and Year 6 students who are gifted or talented (see G&T) and who perform to a high standard in class. These students sit an external exam as part of the selection process.

OOSH – Out Of School Hours care. Many schools have an OOSH centre located on site, or close by. At Vardys Road Public School, our OOSH is onsite and is provided by Jigsaw.
<https://www.jigsawoosh.com.au/jigsawoosh-var-dys-road>

Outcomes – The knowledge, skills, values and attitudes expected to be developed by the end of a program of learning.

P&C – Federation of Parents & Citizens Associations of NSW is a statewide group that represents school P&C Associations. Involvement in your school's P&C will give you the opportunity to play an active role in your child's school life. Most schools have a P&C which meets each term to discuss and plan ways they can support the school through fundraising and community activities.

PDHPE – Personal Development, Health and Physical Education

PLP – Personalised Learning Pathway – all Aboriginal and Torres Strait Islander students and their families work with the class teacher to design a PLP with their learning goals.

PLSP – Personalised Learning and Support Program – PLSPs are written in consultation with families for students who require additional support or adjustments within the classroom.

Principal – The most senior Executive in a school.

PSSA - Primary Schools Sports Association - a range of sporting competitions which are open to NSW Public School students aged 8-13 years. Participating schools usually allow students to try out for school representative teams which play locally and then may progress to Regional or State finals.

RFF - Relief from Face-to-Face. Teachers are given two hours a week of RFF time during class hours. This is used for planning lessons, marking assessments, meeting with parents, organising educational resources or other tasks as needed. Another teacher will be rostered to take the class during RFF.

Reflection Room – a place where a student attends at lunch time to discuss their behaviour with an Assistant Principal.

Selective High Schools – schools for high achieving, academically talented students. Entry is via the selective high schools placement process, taken in Year 5.

Syllabus – The description of what students are expected to learn in a course of study or Key Learning Area. It includes aims, objectives, outcomes, content and assessment requirements.