



# Singleton Public School



## Information Booklet



## Enter to Learn

**Respect Responsibility Quality**

8 Hunter Street Singleton NSW 2330

P: (02) 6571 2250

F: (02) 6572 3076

E: [singleton-p.school@det.nsw.edu.au](mailto:singleton-p.school@det.nsw.edu.au)

W: <https://singleton-p.schools.nsw.gov.au/>



## **POSITIVE BEHAVIOUR FOR LEARNING (PBL)**

Singleton Public School is a Positive Behaviour for Learning (PBL) school. Our school's expectations are Respect, Responsibility and Quality. Our overarching behaviour expectations are listed below.

# **Respect**

At SPS we:

- *Follow instructions*
- *Use good manners*
- *Allow others to learn and play*
- *Care for equipment and the environment*

# **RESPONSIBILITY**

At SPS we:

- *Are ready to learn*
- *Act safely*
- *Are organised*
- *Own our choices*

# **QUALITY**

At SPS we:

- *Are positive school citizens*
- *Participate in all activities*
- *Display school pride*
- *Always aim for excellence*



## Welcome to Singleton Public School

We are sure your family will enjoy being a part of our school community. We are proud of our school and its strong traditions, based on quality learning for all our students.

At Singleton Public School we believe that all children are unique and therefore we offer an education which caters for each student's needs, interests and abilities. We strive to ensure that all children learn in a safe, supportive and caring environment.

Our successful student wellbeing programs ensure that all children feel happy, safe and valued. The values of Respect, Responsibility and Quality underpin our daily work with a focus on developing student's personal strengths.

Our curriculum covers the six Key Learning Areas of English, Mathematics, Science and Technology, History and Geography, Creative and Practical Arts and Personal Development, Health and Physical Education with a focus on the quality teaching and learning of Literacy and Numeracy.

Our three Multi Categorical classes provide individual learning programs for children with a range of physical and/or intellectual disabilities. The children in these classes are valuable members of our school community.

### SCHOOL PERSONNEL

<b>PRINCIPAL</b>	Amy Kennedy
<b>ASSISTANT PRINCIPALS</b>	Anna O'Brien Katrina Hackett Rachel Frith Diane Merrick Rachel Nichols Cheryl Alaban
<b>ASSISTANT PRINCIPAL - LEARNING &amp; SUPPORT UPPER HUNTER</b>	Jennifer Miles
<b>SCHOOL ADMINISTRATIVE MANAGER</b>	Kerrie Burns
<b>SCHOOL ADMINISTRATIVE OFFICERS</b>	Paula Paul Vicki Smith Melissa Muddiman Pauline Lawrence
<b>SCHOOL COUNSELLOR/ PSYCHOLOGIST</b>	Catherine Duffey

## OUR SCHOOL PROFILE

Singleton Public School is one of the oldest schools in NSW, having been established on the Hunter Street site in 1856. The first permanent building was erected here in 1858. The oldest existing building on the site was built in 1876, with a further building opened in 1886. The previous administration block was constructed in 1910 following demolition of the 1858 building.

In the early 1950s, an additional site on the Pelerin Estate (King Street) was purchased. Buildings were opened on this site in 1964. Further buildings were opened at King Street in 1970. By 1976, the enrolment at Singleton Public School had reached over 1000 pupils, housed on the two separate sites.

Due to the rapid growth of the town, it was decided to divide Singleton Public School into two separate primary schools. This occurred in 1979 with the establishment of King Street Public School at the King Street site, incorporating the South Singleton Infants and Singleton Public School at the original Hunter Street site.

In 1995 the school playground was expanded with the addition of the property at 10 Hunter Street. In 2002 a further acquisition by the Department of Education saw "The Parsonage" cottage at 8 Hunter Street added to the western side of the school property. This is now the school's administration building and the site of the school office.

Security fencing was erected around the school in 2009. In 2010 the Government's Building the Education Revolution (BER) saw construction of additional permanent classrooms which were completed in 2011.

The Singleton Public School community is very proud of the educational programs that we have to offer. Some of these include the following features:

- A rich teaching and learning program which provides for the range of abilities and interests of students across all grades and classes
- Home Reading Program
- Literacy and Numeracy Intervention teachers who work with students K-6
- A wide selection of sporting opportunities for children in Years 3-6; PE Programs across all classes
- A school band supported by the P&C with specialised music tutors available for individual tuition
- Debating and Public Speaking
- Choir/Vocal Movement Ensemble for students in Years 3-6 and music program for K-2
- Targeted programs in Science and the Performing Arts
- Outstanding educational programs and individual support for students with disabilities both within mainstream classrooms and the Special Education Support Unit
- Environmental Education and an outstanding school garden where students grow and harvest produce for the school community
- State of the art technology including interactive CommBoxes, a computer lab, laptops and iPads with Wi-Fi connectivity and access to DoE STEM kits.
- Transition to School Program and Orientation Days for the incoming Kindergarten students
- A cultural program which supports the identity and traditions of our Aboriginal and Torres Strait Islander students developing partnerships and strong involvement with our community and elders
- A range of activities, events and open days which encourage parents, carers and grandparents to participate in their child's education

**TERM DATES FOR 2025** Term 1 – 31/1/25 – 11/4/25 (31 & 3/2/25 School Development Days)  
Term 2 – 28/4/25 – 4/7/25 (28 & 29/4/25 School Development Days)  
Term 3 – 21/7/25 – 26/9/25 (21/7/25 School Development Day)  
Term 4 – 13/10/25 – 19/12/25 (No School Development Days)

**SCHOOL TIMES**

Class Time	9.10	-	11.10
Eating Time	11.10	-	11.20
Lunch	11.20	-	11.50
Class Time	11.50	-	1.30
Eating Time	1.30	-	1.35
Recess	1.35	-	2.05
Class Time	2.05	-	3.10

**CORE VALUES** Respect, Responsibility and Quality

**SCHOOL SONG** The blue of the sky and the gold of the sun,  
These are the colours we proudly boast,  
As forward we march, with our heads held erect,  
To those goals of life that offer the most.

CHORUS

So its strive for the blue and the gold,  
Work for our colours too,  
Strive for the motto that will mould,  
Citizens loyal and true.

**SCHOOL MOTTO** Enter to Learn

**ENROLMENT**

Children are eligible to be enrolled in Kindergarten at any time from the beginning of the school year to the end of Term 2 providing their 5<sup>th</sup> birthday occurs on or before 31 July in that year. An enrolment application form must be completed for enrolment. These can be obtained from the school office or website.

In order to enrol your child, parents/guardians must provide a birth certificate or other identity documents such as a passport. Each child enrolling should also provide an Australian Immunisation Register (AIR) Immunisation History Statement and provide documents for a 100 point proof of address. Any copies of any family law or other relevant court orders, or health care information should also be supplied.

All other children can be enrolled at any time during the school year and will need to also provide the documents listed above.

**SCHOOL ZONES**

Each of the public schools in Singleton draw their enrolments from designated zones based on the child's place of residence. If you wish to seek non-local enrolment outside your designated zone, you must complete an Application for Non-Local Enrolment form. For Year 1-6 Non-Local enrolments, parent/carers need to collect the form from their Non-Local school, and submit the completed form



and meet with their zoned school's Principal. For Kindergarten Non-Local enrolments, parent/carers will be provided with the form from their Non-Local school and will be required to submit the completed form to their Non-Local school. Please use the 'School Finder' website to check your zoned school - <https://education.nsw.gov.au/school-finder>.

## COMMUNICATION WITH PARENTS

The school staff believe that education is a partnership between home and school, and that it is important that teachers and parents regularly communicate with each other. There are a number of ways we communicate with our parents, carers and school community.

Parents and carers are strongly encouraged to download the school app to their smart phones and tablets. Information about what has happened, what will happen, important dates, educational and school updates, and community happenings at school are sent via the SZapp. Using the app will ensure you receive notifications, reminders, location guides for school events; be able to provide absentee notes, access the school calendar, permission notes and link to the school website. To download the app on to your device, simply go to your App store and search for SZapp. Full information for downloading the School App is available from the school office or website.

The school has a Facebook page which celebrates the amazing things that happen at Singleton Public School and posts updates of coming events and school activities. Families are strongly encouraged to search "Singleton Public School" on Facebook and like our page to ensure you stay up to date with all school events, activities and announcements. Interacting with our page also helps the page to appear regularly in your newsfeed.

*Please ensure you check the School App and Facebook page regularly to ensure you do not miss out on any important information.*

Permission notes and information regarding excursions and other school activities are sent out via an email from our School Bytes system, and are also uploaded to the school website - [Home - Singleton Public School \(nsw.gov.au\)](https://www.singletonpublicschool.nsw.gov.au).

Class teachers use the Seesaw Class app to communicate with parents and students which you can download for free from your App Store. Teachers can send notifications, messages to individual parents as well as set tasks and activities for students. Students will have their own student login for Seesaw where they can update their journal. Individual QR codes and login details will be given to students and families at the start of each school year.

Student reports on your child's progress are sent home at the end of Semester 1 and 2. Parent/teacher interview days are held once each year. At times during the year there may be formal interviews or Learning Support Team meetings requested with parents/carers to inform you of your child's progress. We encourage parents/carers to contact their child's teacher if they ever have any concerns about their child at home or at school. This can easily be done by sending a note into the teacher with your child, messaging the teacher through Seesaw or by phoning the school office and leaving a message for the teacher to arrange a suitable appointment time.

- EMAIL ADDRESS:** singleton-p.school@det.nsw.edu.au
- WEBSITE:** [www.singleton-p.schools.nsw.gov.au](http://www.singleton-p.schools.nsw.gov.au)
- SCHOOL APP:** Search and download “SZapp” in your App Store
- FACEBOOK:** Search and like “Singleton Public School” on Facebook
- SEESAW CLASS:** Search and download “SeeSaw Class” in your App Store

## **SCHOOL ASSEMBLIES**

Assemblies are an important part of our whole school organisation. The coming together of students is vital to developing relationships, co-operation and cohesiveness across grades and classes as well as providing an opportunity for classes to share the work that they have been doing.

Whole school assemblies are held in the school hall on Fridays at 12.45 pm. Any changes to the assembly time and organising/ hosting classes are sent out on the school app. Our parents, carers and grandparents are welcome to attend and need to sign in as a visitor to the school using our School Visitor QR check in code.

## **SCHOOL UNIFORM**

Our school uniform agreement has been formulated to encourage all children to wear their school uniform with pride. The whole school community expects that all students will wear the school uniform every day. In this regard, parents have an important role in overseeing what their children wear to school. A navy school hat is part of the school uniform. Uniform items are available for sale at Lowes in Singleton Square, with some items such as school hats and school sports hats available on our School Canteen’s app. Pictures of uniforms can be found later in this booklet.

### **SUMMER**

- GIRLS:** Blue checked dress OR navy shorts and unisex polo shirt; navy socks; black shoes. Navy school hat at all times.
- BOYS:** Unisex polo shirt; navy shorts; navy socks; black shoes. Navy school hat at all times.

### **WINTER**

- GIRLS:** Unisex polo shirt and navy trousers OR blue and gold checked pinafore with a white blouse or unisex polo shirt; royal blue zip-up jacket (optional), royal blue tracksuit top (optional); navy socks or stockings; black shoes. Navy school hat at all times. SPS beanies (optional).
- BOYS:** Unisex polo shirt and navy trousers; royal blue zip-up jacket (optional) royal blue tracksuit top (optional); navy socks; black shoes. Navy school hat at all times. SPS beanies (optional).
- SPORT:** Children may bring joggers to wear with unisex polo shirt and navy sport shorts during sport. Alternatively, black joggers may be worn at all times. Navy school hat must be worn at all times.

## **BECOMING INVOLVED WITH YOUR SCHOOL**

There are a number of ways that you can support your child's school. This can include attending P&C meetings, volunteering for the breakfast club, canteen (for special events or busy days), or volunteering to help in classrooms and on excursions where permitted.

### **SINGLETON PS P&C**

A P&C is a school-based organisation consisting of parents, teachers and interested citizens. At Singleton PS, our P&C works with the school to support our students. The P&C operate our canteen, breakfast club, organise our uniforms at Lowes, fundraise and donate funds to the school for uses such as the purchase of equipment, resources and playground upgrades. One of the ways the P&C raises funds is by implementing a "Voluntary P&C Levy" that the school collects on the P&C's behalf. This levy will appear on each families Statement of Account.

Search and like the Singleton PS P&C Facebook page to keep up to date with P&C news.

### **P&C MEETINGS**

P&C meetings are held on the first Wednesday of each month at 6.00 pm in the School Library. Message the P&C Facebook page for details.

### **PARENT VOLUNTEERS**

All volunteers that come into the school either in the Breakfast Club, Canteen, as class helpers, attend excursions, etc must have completed a Digital Declaration. As part of the screening process, members of the community working or volunteering in our school must complete a declaration that provides their basic name and contact details. They must also consent to the department's privacy policy and declare that there is no relevant reason (such as a serious criminal conviction) why they should not be granted access to school grounds during school hours. Lastly you will need to show an office staff member your driver's licence to confirm your identity.

Overnight excursions and transporting students other than your own also requires volunteers to have a volunteer's Working with Children Check.

### **CANTEEN**

Our school canteen is P&C operated with a paid supervisor and assistant. The canteen is open from Monday to Friday. There will be times throughout the year when the canteen may require volunteers for the busy days in the canteen, or on special occasions, eg colour run, fete day, etc to support the school.

Our school follows the Healthy Canteen Guidelines. The canteen provides children with nourishing and healthy food from an extensive menu. The menu is available on the school's website - visit <https://singleton-p.schools.nsw.gov.au/>, select "Supporting Our Students" and then "Parent and Citizens Information". To add your name to the volunteer list, please see the information below and on page 20 of this booklet for the Canteen or Breakfast Club.

Orders for lunch and recess are made online using the 'Flexischools' app in advance or before 8.45 am that day under "Order food". The canteen also sells school hats, school bags, music books, white board markers and more via Flexischools under "Shop".



## **BREAKFAST CLUB**

Breakfast Club operates on a daily basis through the support of volunteer parents before school. This program has no charge to students and provides any child that attends a basic breakfast of toast, cereal, juice, milk and sometimes even a healthy smoothie. Fruit for the crunch and sip program or simple lunches can also be provided.

## **VISITORS TO SCHOOL**

The safety of our students is of paramount importance. All members of staff wear an identifying badge. All visitors must sign in via the School Visitor QR code at the school office and receive a printed slip. Volunteers will also receive a lanyard to display their slip. All visitors must return to the school office at the completion of their time on site to sign out before leaving and return their lanyard if applicable.

Visitors for school events such as assembly, open days, etc must also sign in via the School Visitor QR code. In this instance, visitors will not require a slip or lanyard.

All visitors must also make themselves familiar with the School's Safety Briefing brochure which includes important safety information including the school's Emergency Procedures. This brochure is available from the school office and can also be found in enrolment packs.

## **ABSENCE FROM SCHOOL**

The expectation is that children will attend school every day except in circumstances which are exceptional such as illness or a family crisis.

If your child is away from school you will need to advise the school of their absence and the reason for the absence. You can enter the absence reason via the school app or send a note to the classroom teacher. If your child is absent without an explanation received by the school, you will receive an email requesting an explanation for your child's absence. It is a legal requirement that we have an explanation for all absences. Teachers will make contact with families when a student has been absent for two consecutive days without explanation.

Families taking extended leave for travel can complete an Application for Extended Leave - Travel. This form can be found on the SPS website under Permission and Other Notes. An Application for Exemption from Attendance/Enrolment at School is also available for exceptional circumstances. The absences will still be recorded on the roll with the extended leave reasons noted. Please contact the school office to obtain a copy of the above forms to complete.

## **LATE ARRIVALS/EARLY DEPARTURES**

If your child is late to school, they will need to come to the school office first to be signed in and obtain a late slip. If leaving school early, the person who is collecting them must come to the gate and request the office to retrieve your child, and organise an early departure slip. Only people listed as emergency contacts can collect students unless written permission is received prior to the event.

## **DROPPING OFF YOUR CHILD TO SCHOOL AND COLLECTING YOUR CHILD AFTER SCHOOL**

### **By Car:**

The 'Kiss and Drop' zone operates from 8.40 am-9.10 am at the Hunter Street gate near the Parsonage. Parents are asked to pull into the zone marked with parking signs, drop off quickly and safely, and exit the zone. Please do not exit the car. The 'Kiss and Drop' works very effectively when all involved follow these simple rules.

The 'Collect and Go' zone will operate in the afternoon from 3.10 pm. Parents are asked to pull into the zone marked with parking signs, collect quickly and safely, and exit the zone. Please do not exit the car. Do not arrive early to park, as you may be asked to move on by school staff or the police. Please assist the school in keeping this area safe and efficient.

### **Walking or Riding:**

Entry via the 'Enter to Learn' Hunter Street gate. Bikes are stored behind the Parsonage during the day.

Exit at 3.10 pm via the 'Enter to Learn' Hunter Street gate.

If you are collecting your child from school once the bell has gone in the afternoon, you do not have to sign in via the School Visitor QR code. You will need to arrange to meet at one of two places:

- On the seats at the Aboriginal Bush Tucker Garden near the "Enter to Learn" gates in Hunter Street;
- Next to "The Parsonage" (school office) near the vegie garden and sandpit.

**IMPORTANT** – No child should be on school grounds or playing on playground equipment, whether accompanied by an adult or not, before 8.40 am or after 3.10 pm on any school day as no supervision is available. No person should be on the school grounds out of school hours including weekends, without permission from the school Principal.

Please do not enter the school grounds before 3.00 pm. If you do need to enter the school prior to 3.00 pm, you must sign in via the School Visitor QR code at the front office.

### **Buses:**

Bus students will enter and exit via the Elizabeth Street gates.

## **PARKING**

While there is limited parking around the school, parents are able to park in Hunter, Church and William Streets according to the parking signs. Please do not park across driveways.

### **Staff Car Park**

One of the school's entrances is the Staff Car Park. There is no pedestrian or vehicle access through these gates. This area is only for staff parking and is also utilised by taxis' and parents of our Support Class students for their arrival and departure from school. To ensure the safety of everyone, this entrance is not to be used by pedestrians, parents, students, etc.

### **Parking Zones around the School**

Please adhere to the parking zones around the school, they are for the safety of our students and school community.

### **Driveway at the Parsonage (School Office)**

Please keep the driveway at the Parsonage clear at all times. This is an emergency entrance/exit and also used by staff members during the day.

## WHAT DO I DO IF.....



 I walk to school?

*Answer: Enter at the 'Enter to Learn' gate. Use the Hunter Street Crossing and listen to the Crossing Supervisor to cross the road safely.*

 I ride to school?

*Answer: Enter at the 'Enter to Learn' gate. Use the Hunter Street Crossing and listen to the Crossing Supervisor to cross safely.*

 I come to school in the car

*Answer: The teachers will meet you in your car at the 'Kiss and Drop' zone and you will enter through the Hunter Street gate.*

 I catch the bus to school

## WHAT DO I DO IF.....



 I walk home from school

*Answer: Meet the teachers at the 'Enter to Learn' gate. They will help you find your 'pick up' person and make sure you cross the road safely with the Crossing Supervisor.*

 I ride home from school?

*Answer: Meet the teacher at the 'Enter to Learn' gate. They will help you safely leave the school.*

 I go home from school in the car

*Answer: The teachers will meet you at the Hunter Street gate. They will call out your name when your car arrives and make sure you get safely into the car at 'Collect and Go'.*

 I catch the bus home from school

*Answer: The teachers will meet you under the COLA and take you out through the Elizabeth Street gate when your bus arrives.*

## **PAYMENTS AND VOLUNTARY CONTRIBUTIONS**

Payments can be made by:-

- The School Bytes Parent Online Payment system – new parents/carers can go to <https://portal.schoolbytes.education/auth/login> and click create a new account. Once registered, a parent/carer can use this parent portal to log in and make a payment by selecting the Statement of Account icon, selecting the fees they would like to pay, and clicking the Pay Now button. Complete the required fields to complete your payment.
- Click on the “Make a Payment” button in the Statement of Account email sent out each term from the school. Keep the email as you can continue to use the Make a Payment button throughout the year. Balances are regularly updated to reflect this.
- Sending cash payments and permission notes with your child in an envelope or zip lock bag with their name, class and what you are paying for. These are sent to the office by the class teachers each day.
- In person at the office – cash or EFTPOS.

The school office completes banking daily at approximately 12.30 pm. This may change at times throughout the year depending on other requirements on the day eg; excursions, end of month reconciliations, etc.

The SPS Family School Contribution is a voluntary contribution scheme that supports our school community. For just \$60.00 per family, or \$51.00 for families with a single student, your contributions help enhance our educational programs. This funding may support various initiatives, including additional classroom materials, extracurricular activities, and improvements to school facilities. We understand that families may prefer to pay in instalments, and we encourage you to adjust your payment online or speak to our office staff if you wish to make payments in person. Your support is greatly appreciated and plays a vital role in enriching the learning experience for all our students. Thank you for your continued commitment to our school community.

Singleton Public School uses a streamlined system called School Bytes to send out our Statement of Accounts via email at the start of each term. The statements give parents/carers a guide of any outstanding or upcoming payments. Parents/carers will receive a secure email with a link to view their Statement of Account. When you receive the email, from sender "noreply@mail.schoolbytes.education", please add it to your safe senders list. A great feature of this system is that it updates regularly so that the current balance should be reflected next time you use the link, therefore it is always up to date! It is also more environmentally friendly as there will be no need to print the statements out saving both paper and envelopes.

## **CONTACT DETAILS**

It is of vital importance that parent/carer and emergency contact details are kept up to date. If these change at all, please let the office staff know as soon as possible. This includes any changes to the student’s family, for example, a family where there has been a change of address, a change of phone numbers or the parents have separated. This keeps the school records up to date in case of an emergency.

## **SICK BAY**

If your child is sick at home in the morning please do not send them to school. If they are sick, they are better off being at home. We do not have the facilities to look after sick children for extended

lengths of time. If your child becomes sick during the school day, we will contact you so that you can come and collect your child. An up-to-date contact number for parents/carers and your child's emergency contacts is essential so we can arrange to contact an appropriate person to collect them from sick bay.

## **MEDICAL CONDITIONS**

If your child has a medical condition, we need to ensure Health Care Plans are in place prior to them beginning school. Please contact the office for further information.

**ASTHMA and ANAPHYLAXIS:** any student who has been diagnosed with either asthma or anaphylaxis must provide an asthma or anaphylaxis plan written and signed by a doctor. Parents/carers must supply and maintain any medication and equipment that is required to manage their child's condition in the event of an attack at school.

## **PRESCRIBED MEDICATION**

The school will administer prescribed medication if necessary but only if written instructions as to dosage, etc are received from parents and doctors. A request for Administering Prescribed Medication form will also need to be completed which is available from the school office or the school's website. Parents, not children, are to bring in any prescribed medicine for their children. There is a written procedure to be followed in the case of regular medications. Staff do not administer Claratyne, paracetamol, other pain relief or over the counter medication unless a doctor's directive is received, a prescription label is provided and it is part of a Health Care Plan.

## **NUTS AND PEA PRODUCTS AT SCHOOL**

Singleton Public School has reduced the risk of students who are allergic to nuts and pea products from being exposed to them, by asking all students, parents, carers and volunteers to abstain from bringing products with any traces of nuts and pea products in them to school. The school currently has children enrolled with severe and/or life threatening allergies to nuts and pea products. This includes all nut and pea products and products with traces of nuts and pea products including peanut butter and Nutella. Even a trace of peanut butter on another child's breath or coming in contact with some residual peanut butter from eating lunch can be fatal for children who are anaphylactic. Please support these children by not sending your child to school with any nut or pea products.

## **LIBRARY**

The school library is available to the students for borrowing books. It is the central resource area for the school. In order to borrow from the library students need to bring a waterproof library bag each time they wish to exchange books.

Each class has a weekly lesson in the library. This is when children may return and borrow books. The library is also open at lunch and recess.

The school asks that any books that are seriously damaged or lost be paid for by the parents, so that they can be replaced.

Each year students are encouraged to participate in the 'Premiers Reading Challenge' and the 'Book Week' activities. These are wonderful opportunities to support positive reading habits.

Join our Singleton Public School Library Instagram page @singletonpslibrary to keep up to date with all that is happening in the library.

## **SCHOOL BAND**

The children in Years 3-6 can choose to join the school band which is supported by the school and the P&C. The band performs at school and community events producing high quality music. All children who belong to the band must have private music lessons. These lessons are available through music teachers selected by the P&C Band Co-ordinator and are held at our school. Payment for private lessons is made directly to the music teachers, whilst instrument hire is available through the school. Information on how to join the band is available from the school.

## **WET WEATHER PROCEDURES**

The school has procedures in place for wet weather. Should it be raining solidly and heavily when your child arrives at school, they will need to go to their classroom. If it is a light shower, students will need to meet under the COLA after the 8.40 am supervision bell. The teachers at the school will inform the students of the wet weather procedures to follow during the school day.

## **STUDENT COUNCIL**

Each year, students elect representatives to act as School Councillors for the year. Two representatives from each class are elected from Years 3, 4 and 5. Six Year 6 Councillors are elected which includes the School Captains and Vice Captains.

At Student Council meetings students raise issues which our student body would like to be addressed to make our school even better. They also organise activities for our students such as charity fundraising days and school discos.

## **SCHOOL COUNSELLOR/SCHOOL PSYCHOLOGIST**

A School Counsellor/School Psychologist is at the school two days per week. The school counselling service is a supportive and consultative resource service to schools. School Counsellors are especially trained to diagnose, assess and provide assistance to children, parents and teachers in order to overcome problems encountered at school. The Learning and Support Team works in conjunction with the School Counsellor to assist students and families.

## **SPECIAL RELIGIOUS EDUCATION (SRE)**

Every Thursday after recess, visiting members of various church groups take classes in Religious Instruction. This is done on an ecumenical basis with all denominations combined in two groups - K-2 and 3-6. Your child will be placed in the scripture class as indicated on the Special Religious Education Participation Letter provided on enrolment with scripture preferences.

A parent/carer may at any time notify the school in writing that they wish to change their decision. Students attending non-scripture work with a teacher on values and character activities during this time. Students will continue the same arrangement as the previous year, unless a parent/carer has requested a change in writing.



## **EXCURSIONS**

Excursions are used to support current learning in the curriculum. Parents/carers must sign permission slips for their child/children to attend. Payment may also be required which should be provided as outlined in each excursion note keeping in mind that no late payments can be accepted. Parents/carers should approach the School Principal or School Administrative Manager if there is difficulty in paying for an excursion.

Local walking excursions and activities, eg Cook Park, Singleton Library, etc will be covered by a general permission note issued at the commencement of each year.

## **HATS/SUNSAFE**

At SPS we have a “No Hat, No Play” policy in place to protect students from the sun. Due to our climate this policy operates all year. Children must have a navy blue bucket hat at school every day. Children without a bucket hat will play under the shade of the COLA at recess and lunch times and may also need to participate in alternative classroom activities and sport. It is also recommended that sunscreen be applied each morning before school.

## **LOST PROPERTY**

Please ensure that all children’s clothing and personal items are clearly marked with the child’s name. This assists in finding an owner for lost property and also saves disputes over ownership of lost items. The lost property tub is located near the Breakfast Club area at school.

## **SCHOOL SUPPLIES**

The school supplies all students with exercise books and some stationery needs. Kindergarten children need only bring their school bag, lunch box and drink in their first few days of school. Parents and carers of students in Year 1-6 will need to supply basic requirements such as rulers, erasers, coloured and lead pencils, pencil case, glue sticks, sharpeners, whiteboards markers, textas, etc. Parents will be advised of any other requirements, such as dictionaries (sold by the school) by their class teacher. Consumable items will need to be replenished at times during the school year.

## **LIBRARY FUND – TAX DEDUCTIBLE**

This fund was established in 1997 to assist in the effective operation of the library. The school community may make voluntary contributions to this fund. These donations are tax deductible.

## **SPORTS**

Children are allocated to one of our four sport houses named after Australian poets, each with a designated colour. Your child will be told their house before any sporting carnivals.

Kendall – **RED**      Lawson – **BLUE**      Gordon – **YELLOW**      Paterson - **GREEN**

## **SPORTING SCHOOLS PROGRAM**

When the school is successful in receiving funding, we may offer a school organised and highly successful, Sporting Schools program which is usually run as a class, year or stage activity during

school hours. This encourages children to participate in an active lifestyle. Children participate in fun activities which encourage physical activity, and game and skill development.

### **MOBILE PHONES/SMART DEVICES**

The school has aligned with the Department of Education Mobile Phone Policy. Students are discouraged from bringing mobile phones to school in accordance with the Department of Education guidelines. The use of mobile phones/smart devices by students is not permitted during the school day. All mobile phones/smart devices MUST be handed in to the office and collected at the end of school the day.

### **PERMISSION TO PUBLISH/PHOTOGRAPHS**

As part of the enrolment procedures you will indicate whether you give permission for your child to be photographed during school activities and whether such photos can be published. The DoE has guidelines for the use of such photos to ensure the safety of students. Our school uses photographs on the school Facebook page, App, Seesaw, school website and on some promotional items.

School photographs are taken by a professional photographer annually. You will have an opportunity to purchase these photos via the photographer's online ordering page.

### **PETS/DOGS**

Pets are cherished members of many families and many people love to walk their animals. However, animals are not permitted to enter the school grounds at any time or to be brought to at any SPS school sporting events or excursions.

### **SMOKING/VAPING**

Schools are smoke/vape free zones. Please refrain from smoking/vaping anywhere on the school site. Offsite school events such as the Athletics Carnival, Cross Country and Swimming Carnival and all excursions are also strictly smoke/vape free zones.

### **DENTAL CLINIC**

There is a dental clinic in Sussex Street, Singleton, situated within the grounds of King Street Public School. The phone number for Hunter Oral Health Service is 1300 720 023. Treatment is free for school aged children.

### **BICYCLES**

Students are permitted to ride bicycles to school, however, the RMS recommends that children under 10 do not ride unsupervised. Bikes must be locked or secured to the bike racks behind the Parsonage while at school and must be walked through the school. No responsibility is taken for bikes brought to school. Children must wear helmets at all times.

### **BUS TRAVEL**

Many of our students travel to and from school by bus. All Years K-2 students travel free and Years 3-

6 children who live more than 1.6 km away from the school are eligible for free transport to and from the child's place of residence only. To apply for free bus travel, parents/carers need to complete an online application for their child at <https://apps.transport.nsw.gov.au/ssts/home#/> which the school will then endorse providing the address and student details on the application matches the address on the school's records.

The buses leave from Singleton Public School's Elizabeth Street side between 3.15 and 3.45 pm each afternoon. Children are supervised by school staff until they board their buses.

### **BUS CODE OF CONDUCT (from Transport NSW Website)**

It is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and drivers.

This includes:

#### **Behaviour on Buses**

- Use appropriate language not offensive or racist language
- Fighting, spitting, feet on seats, throwing things in or from the bus is not permitted
- No eating or drinking (other than water) - unless for medical reasons or the bus operator gives written permission
- Offer seats to adults including people with a disability, elderly or expectant mothers
- Do not touch, push or shove other people
- Do not bully or harass other passengers or the driver. This includes photographing, making lewd or suggestive comments, acting in a manner or participating in activities that may be deemed inappropriate or of a sexual nature.
- Avoid attracting the attention of the driver except in the case of emergency
- Do not play music at such volume that it may distract the bus driver or other passengers

#### **Safety On and Near Buses**

- Obey reasonable directions from the driver (e.g. where to sit or to remain in the bus)
- Remain in your seat - do not move around the bus unnecessarily
- If standing, remain behind the front passenger seat and keep a secure hand hold
- Keep bags and other items clear of the aisle
- Do not allow any part of your body to protrude out of the bus at any time
- Wait for the bus in a quiet and orderly manner - including at bus interchanges
- Stand away from the roadside until the bus comes to a complete stop
- Allow other passengers to leave the bus before stepping onto the bus in a single line
- Wait until the bus stops before moving to get off the bus at your designated stop
- Wait until the bus leaves the stop and you have clear vision before crossing the road
- Cross the road where and when it's safe to do so, use crossings/traffic lights where available

#### **Legal Considerations on Buses**

- Wear the seat belt properly adjusted and fastened, if one is available
- Obey the law that bans smoking on buses
- Ensure that buses are not vandalised - report any damage, graffiti and window etching, to the driver
- Do not interfere with bus property, equipment and signage
- Do not leave rubbish on the bus, or at bus stops or interchanges

#### **Using Bus Passes**

- Carry your School Pass during all school-related travel
- Use your School Travel Pass only for its intended purpose

- Keep your School Travel Pass for your own use. Do not lend your School Travel Pass to other students or borrow one from them
- Show travel passes or tickets to the driver on boarding and to Authorised Revenue Protection Officers, NSW Police Officers or bus company representatives when requested
- If issued with a School Opal card, students must always tap on when you board and tap off when you arrive at your stop

Disobeying these rules may lead to the withdrawal of bus travel passes, banning students from travelling on buses/public transport and/or police prosecution and court action. A full copy of the Code of Conduct can be found on the NSW Transport web site at <https://apps.transport.nsw.gov.au/ssts/home#/studentCodesOfConduct>.

## **INFECTIOUS DISEASES OF CHILDREN**

During the time your child is at school they may well contract one or more infectious diseases common to children. If children do contract the following illnesses they have to be away for the time indicated:-

### ***CHICKEN POX (Varicella)***

Exclude for 5 days from the onset of the rash and the blisters have dried. Contacts are not excluded.

### ***CONJUNCTIVITIS***

Excluded until discharge from eyes has ceased.

### ***GASTROENTERITIS***

Exclude until there has not been a loose bowel motion for 48 hours.

### ***GLANDULAR FEVER (Infectious Mononucleosis)***

It is not necessary to keep your child away from school from the point of view of infection but some children with Glandular Fever are too sick to attend school.

### ***HAND FOOT AND MOUTH DISEASE***

Exclude until the blisters have dried.

### ***HEPATITIS A***

Exclude until your doctor provides a medical certificate of recovery or at least one week after onset of jaundice. Contacts are not excluded.

### ***IMPETIGO (School Sores)***

Exclude until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing.

### ***INFLUENZA/COVID-19/RSV***

Exclude until they are well again.

### ***MEASLES***

Exclude for at least four days after the rash appears. Non-immunised children who are contacts of a measles case are excluded for at least two weeks after they have been exposed to the case. The local public health unit will provide specific advice.

### ***MENINGOCOCCAL DISEASE***

Children suspected to have meningococcal disease should get urgent medical attention. The local public health unit will provide specific advice about cases and their close contacts.

### **MUMPS**

Exclude for nine days from the onset of swelling.

### **RINGWORM**

Exclude until the day after anti-fungal treatment has started.

### **RUBELLA (GERMAN MEASLES)**

Exclude until fully recovered or for at least 4 days after the rash appears.

### **SCABIES**

Exclude until the day after appropriate treatment has started.

### **STREPTOCOCCAL INFECTION (including Scarlet Fever)**

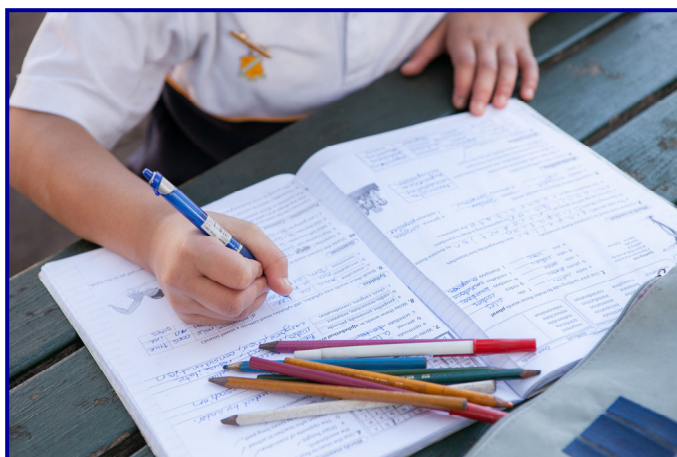
Exclude until the day after appropriate antibiotics have been started and the child feels better.

### **WHOOPING COUGH**

Exclude for 21 days from the start of their symptoms, or until they have taken an appropriate antibiotic for at least 5 days.

**These guidelines have been obtained from the NSW Health website under Infectious Diseases of Childhood - <https://www.health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx>.**

*Please advise the school if your child/ren contract/s any infectious diseases. This is so an announcement can be placed on the app to advise the school community. No details such as your child's name will be included. It is extremely important to advise the school community of any outbreaks particularly for those students and families with immune and other health issues, and so that other parents can keep an eye out for symptoms in their child/ren.*



## BREAKFAST CLUB AND CANTEEN ORGANISATION

The Singleton Public School P&C run the Breakfast Club and Canteen at Singleton Public School.

Breakfast Club is a free service available to all children at the school. It provides a healthy and nutritious breakfast to many students every school day. Lunch box top-ups are also provided on request. You already have all the experience you will need however co-ordinators will familiarise you before you start. We aim to have 2-3 volunteers each day and they are needed between 8.40 am and 9.30 am. Your pre-school aged children are very welcome to accompany you.

Breakfast Club runs on a weekly roster. There is also a list of "casuals" who are happy to be on-call for occasional volunteering that you may like to add your name to. The P&C would be delighted to include you on the roster and remember volunteering is for everyone - mums, dads, aunties, uncles, grandparents and friends... Everyone is welcome! Please complete the nomination form below if you are able to help out.

The Canteen is operated with a paid supervisor and assistant from Monday to Friday. The funds raised by the Canteen go directly to the school to purchase equipment, which benefits your children. In fact, over the past few years the P&C has provided the school with funds towards our playground upgrade, air conditioning, books for the school library, playground equipment and seating, stage curtains and sound equipment for the school hall, school band equipment, ovens and fridges for the canteen, laptops, helping to fund the school app and classroom resources. To continue this amazing work we need your help.

Volunteers in the Canteen help the canteen manager and assistant to prepare healthy and nutritious lunches and snacks, many of which are made onsite. The canteen requires a list of volunteers who are available to help on special occasions eg colour run, fete day, athletics carnivals, etc. Times vary between 9.00 am and 2.00 pm, or 9.00 am and 11.00 am. At this stage, there is no roster for the canteen, just an availability so that you may be called on to help out.

✂

---

### SPS VOLUNTEER SLIP (RETURN TO THE SCHOOL OFFICE)

Name: .....

Contact Number: ..... Email: .....

- I understand that when my name is added to the roster it may be uploaded to the schools website.
- I understand that I need to have completed a Digital Declaration and provided a Government-issued photo ID showing full name, date of birth and current address to the school office and h mj h p a s % i f t z w % when at school.

---

#### BREAKFAST CLUB ROSTER

I am able to volunteer on the Breakfast Club roster 8.40 am and 9.30 am (please circle your preferences)

Weekly:	Monday	Tuesday	Wednesday	Thursday	Friday
Occasionally:	Monday	Tuesday	Wednesday	Thursday	Friday

**PLEASE COMPLETE AND RETURN THIS ENTIRE FORM TO THE OFFICE  
EVEN IF YOU ARE ALREADY ON THE ROSTER THIS YEAR.**

---

#### CANTEEN AVAILABILITY TO HELP OUT

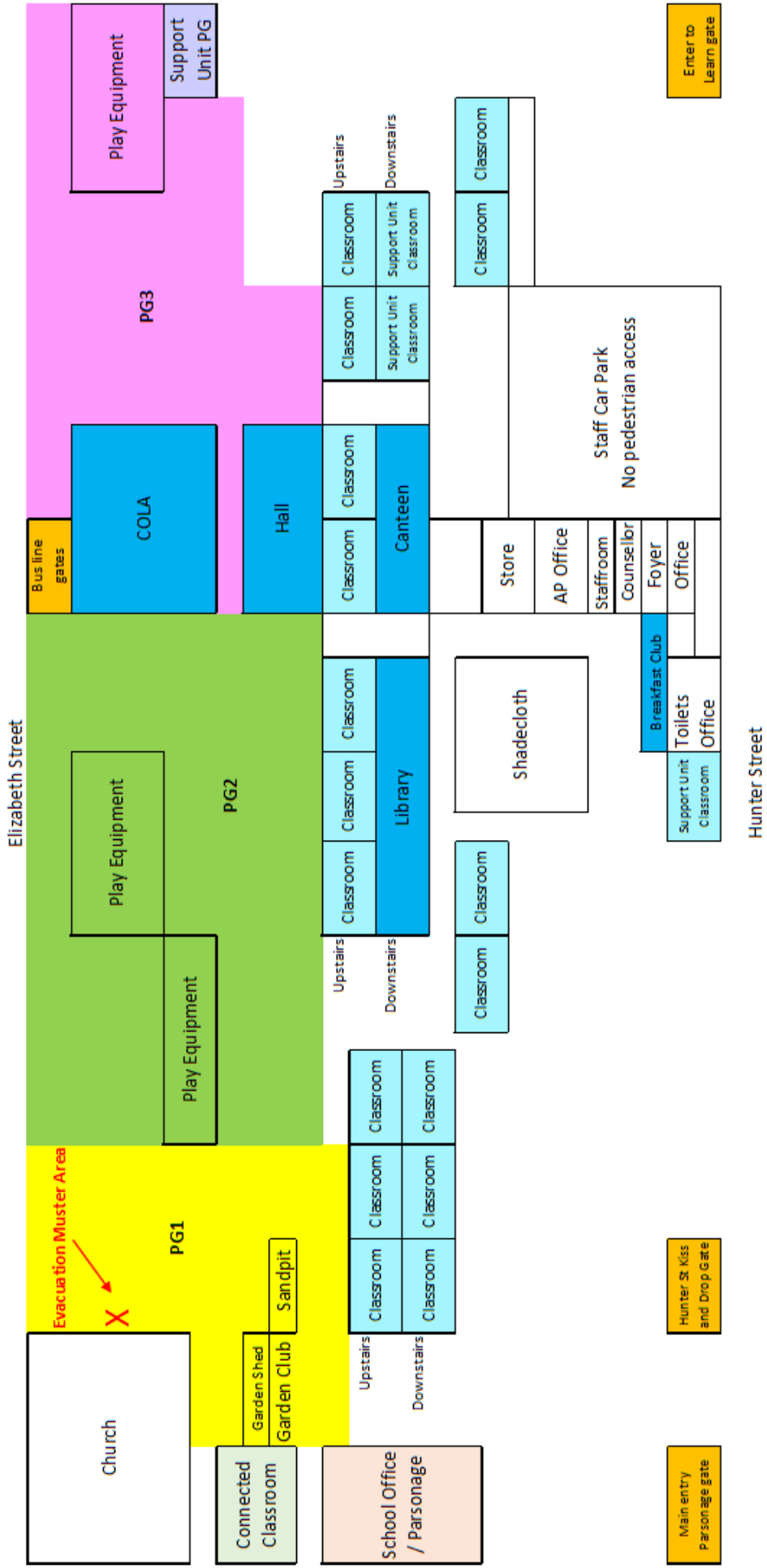
I am able to volunteer in the Canteen when they need additional help (please circle your preferences) on:-

Monday      Tuesday      Wednesday      Thursday      Friday

If you are unable to commit to a regular day but would still like to help out when you can, please contact Tracy in the Canteen.

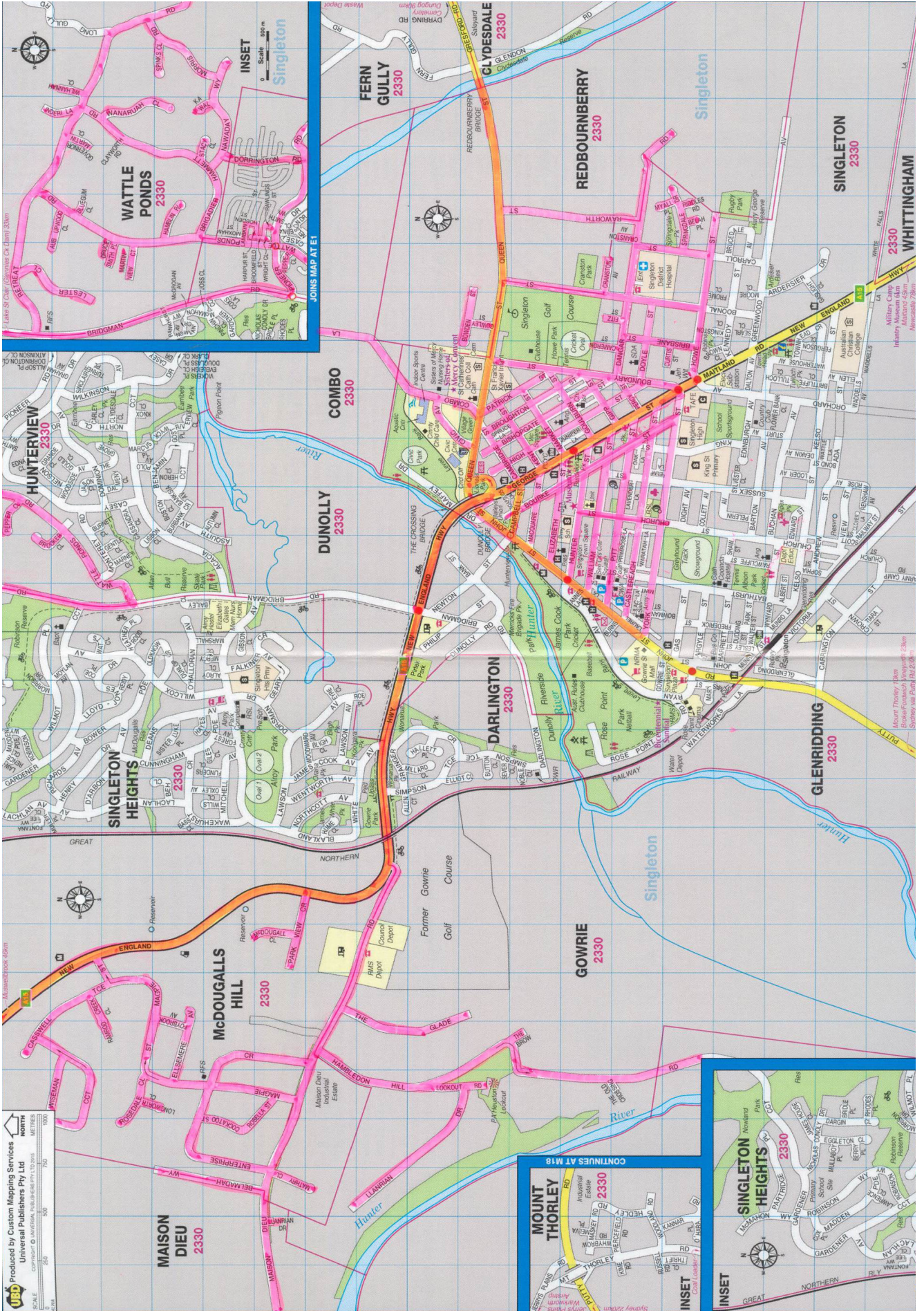


# Singleton Public School Map





# SINGLETON PUBLIC SCHOOL ZONING MAP (HIGHLIGHTED PINK)





## PICTURES OF SCHOOL UNIFORM

Students pictured below in their summer and winter uniforms.

