

Galungara Public School



Information Handbook



Principal's Message

As the foundation principal of Galungara Public School, I am excited to welcome you to our school.

An experienced educator, I am passionate about the pursuit of excellence and the provision of high-quality educational opportunities for each and every student. I believe that schools should be inclusive, creative and innovative so that all those within, are given the opportunity to flourish.

As the instructional leader, I am privileged to be in the position to select and ultimately lead a team of educators who are committed to the creation of authentic learning experiences that enable students to be the leaders of their learning.

Leadership that is based upon visibility, inclusiveness and collaboration will establish our school, as a place where students, staff and parents are motivated to deliver their best and continually improve.

Built on Darug land, we have worked hard to create a sense of '*connection*' in recognising the lasting impact of our First Peoples and their custodianship of the land on which the school sits through the identification of the school's name, emblem, building identifiers, playground space and uniform.

Opening on Friday 29th January 2021, Galungara Public School has been designed to support the implementation of innovative learning which is underpinned by contemporary pedagogies. Purposefully built, our school boasts 'State of the art' infrastructure.

With 39 flexible learning spaces, including specialist learning hubs, teaching staff will utilise collaborative teaching practices through integrated curriculum delivery to ensure our students become assessment capable learners, problem solvers, critical thinkers and collaborators. Through the establishment of a whole school, Learning to Learn Framework, students will lead the learning, being digital disruptors rather than just consumers of knowledge.

As a "Microsoft" school our students and staff will be working and communicating through Microsoft Teams. In addition, the use of multiple IT capabilities will allow our community to engage in our students' learning at all levels.

Seamless and purposeful integration of technology into future-focused learning and teaching at Galungara Public School will provide opportunities for our students to think independently and develop skills that will enable them to flourish in a world driven by technology.

At Galungara Public School we are embedding a wellbeing concept of "Growing Strong Minds" within all staff and students. Underpinned by Positive Psychology and PERMA-H, Positive Emotions, Engagement, Relationships, Meaning, Accomplishments and Health, this intrinsic and authentic framework will foster an inclusive culture across the school.

Join me to learn more about what we offer. I look forward to welcoming you personally to our school.

Tracy Anderson
Principal



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95 Farmland Drive, Schofields, NSW 2762



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



Galungara-p.school@det.nsw.edu.au



9852 6000



<https://www.facebook.com/Galungara-Farmland-Drive-Schofields-107363044405242/>

ADMINISTRATION

Office Hours

8.15am – 3.45pm

School Hours and Bell Times

School Hours: 8.45am – 2.45pm



Bell times

8.15am – 8.45am	Student Supervision begins
8.45am – 10.30am	Class Instruction
10.30am – 10.50am	Play break 1
10.50 am – 11.05am	Supervised Eating and Circle Time
11.05am – 1.05pm	Class Instruction
1.05pm – 1.30pm	Play break 2
1.30pm – 1.45pm	Supervised Eating and Circle Time
1.45pm – 2.45pm	Class Instruction

School supervision begins at 8.15am. Students are not to arrive prior to this time, unless accessing before school care.

School Terms 2025

Term 1	Thursday 6 February	Friday 11 April
Term 2	Wednesday 30 April	Friday 4 July
Term 3	Tuesday 22 July	Friday 26 September
Term 4	Tuesday 14 October	Friday 19 December

2025 School Development Days:

Parents **should not** bring their child to school on the following days.

Term 1: 31 January FRIDAY, **3 February** MONDAY, **4 February** MONDAY and **5 February** MONDAY

Term 2: 28 April MONDAY and **29 April** TUESDAY

Term 3: 21 July MONDAY

Term 4: 13 October MONDAY

STAFF

PRINCIPAL

Tracy Anderson

DEPUTY PRINCIPALS

Sonya Pareezer and Renee Brown

ASSISTANT PRINCIPALS Mainstream

Meagan Thompson and Genavieve Boyd (R)

Nicole Lahoud (R)

Patricia Carpenter (R)

Bonny DeMarco

Lisa Pires

ASSISTANT PRINCIPALS Specialists

Isabel Stewart Assistant Principal Inclusive Education (APIE)

Lauren Roberts Assistant Principal Curriculum Instruction (APCI)

Lucy Goode Assistant Principal Curriculum Instruction, EAL/D (APCI)

ADMINISTRATION:

Rebecca Dawson Business Manager

Maree Fitch Senior Administration Manager (R)

Madison Roberts School Administration Officer (R)

Vishakha Sharma School Administration Officer (R)

Carlee Rawlings School Administration Officer

Lilly Wood School Administration Officer (R)

GENERAL ASSISTANT:

Sergio Bertoldi

TEACHING STAFF

Japneet Bhatti	Tina Brown	Erikka Dy	Jack de la Harpe
Hayley Fentiman	Michelle Franco-Lang	Kayleen Glover	Lisa Hemphill
Carissa Hickman	Alison James	Beata Jurkewicz	Vasilis Kamperos
Varuna Gahrotra	Brian Lambert	Carmen Lawrie	Dragana Law
Kristie Mifsud	Christine Monjal	Natasha Nadan	Susanna Ngo
Kevin Nguyen	Tina Owens	Ramandeep Pandher	Shanice Pitty
Teanne Portis	Adriana Ripper	Emily Rule	Devinda Senarath
Katie Shearer	Mili Sequeira	Chloe Smith	Michael Smith

SCHOOL LEARNING SUPPORT OFFICERS

Inclusive Education Hub

Carrie Partridge

Jo-Ann Walters

Kelly White

Student Support Mainstream

Tracey Crowther

Linda Dalton

Ginni Premathasan

Rita Toohey

Angela Westland

EDUCATIONAL SUPPORT STAFF

Learning and Support

Jessica Meakins

English as a Second Language

Lucy Goode

Ashley Campbell

Naomi Taylor-Sammut

Katelin Parsons

School Counsellor

Paula Anderson

Release from Face-to-Face Teaching

Tina Brown

Liz Dundler

Danielle Mack

Tina Owens

Ramandeep Pandher

Sarah Sen

Administration

General

The school office is open between 8:15am and 3:45pm each day. Information about the school, procedures and activities, lost property and the like can be requested from the friendly and helpful staff.

Access to Galungara at the Start and End of the school Day

Entry and exit to our school will be via the Main Plaza located on Farmland Drive and at other points as nominated each year. The school site is open for access, with supervision beginning at 8.15am daily. Parents are asked to drop students at the gate each morning. Kindergarten parents will be able to enter on site.

In the afternoon, stages will be dismissed, under the supervision of staff from key points of the school. Parents of students K-2 will be permitted to collect students from the identified pick-up points communicated at the start of each year. For those students in Years 3-6, are asked to meet children outside of the school grounds. Older siblings, students in Years 3-6, will be permitted to collect younger children if required.

A separate information note identifying procedures and "pick up points" will be distributed to parents at the start of the year via the School Bytes School Parent Portal.

Please ensure that your child clearly understands who will be picking them up at the end of the day. If circumstances change throughout the day, please advise the office.

Children left unattended will be taken to the Administration office where the parent will be contacted by the supervising staff member. In rare cases, when students are not picked up from school, they may be taken to the local police area command and mandatory notifications are made to the Department of Justice and Communities.

Entry during the school day

Entry to our school between the hours of 9.00am and 2.40pm is via the main gate located on Farmland Drive. Entry to Administration, the Central Playground and Learning Hubs will only be approved upon completion of the sign in process.

School Holidays

During the school holiday periods, it is strongly advised that community members do not enter school grounds. Often contractors are scheduled to complete works to the grounds or buildings during holidays and it may be quite dangerous for people who chose to attend the site.

Community members are strongly encouraged to report any suspicious activity directly to the principal via email and to the School Security Unit.

Money Collection

Invoices regarding monies due will be sent to families at the beginning of each term.

All permission notes including money are required to be returned to the school office for processing. If paying in CASH, payments are to be in an envelope and placed into the payment box in the school office, clearly labelled with your child's name and class.

Our preferred method of payment is via the Parent Online Portal – POP, which is located on the school's website. Payments can also be made in person over the counter via credit card and EFTPOS. NO Payments are to be given to the *Homebase* teacher.

PLEASE NOTE DUE DATES AS NO LATE PAYMENTS WILL BE ACCEPTED

Accidents at School

Children who have accidents at school should report to the teacher on duty who will arrange for further assistance or direct the child to the appropriate member of staff. Parents will always be notified of head injuries in case of delayed concussion and or for more serious injuries. At the principal's discretion, medical assistance may be sought for serious injuries, e.g Ambulance. Should a child need further medical treatment (i.e. doctor or hospital), it is the parents' responsibility to obtain this.

Attendance

By law all students must start school by the age of six. Your child must turn 5 before 31st July in the year they start school. *Once enrolled in school, they're expected to attend every day except when ill or if you decide to take them out for a specific reason, e.g. dental appointment.*

Formal school supervision begins at **8:15am**, with classes operating from **8:45am**. Our school day concludes at **2:45pm**. We encourage students to arrive between 8.15am and 8.40am so that they are ready to begin their school day as late arrivals can be very unsettling for the student.

Parents are to make alternative arrangements for supervision outside of these hours.

Notes

Written notes are required by the NSW Department of Education. Telephone messages are appreciated but we also require written information.

If a student is absent for 3 consecutive days it is necessary to contact the school on the third day and advise them of the anticipated day the student will return. A written note must accompany the student on their return explaining their absence. All absences must be accounted for within 5 days of your child's return to school. Students whose absence is of a concern, maybe referred to the Home School Liaison Officer for further follow-up.

Roll Marking

Staff will mark class rolls by 8:50am DAILY. Wherein a child is not present, a notification will be sent to the first parent listed on the Enrolment Form via the school's electronic APP advising of the absence.

Arriving Late to School

Punctuality is encouraged. On the occasion that your child is running late for school:

- Phone the school office, write a note explaining why, or take your child to the front office yourself and sign them in.
- Children arriving late will be required to go to the school office to be issued with a late pass to take to their Homebase teacher.

Homebase teachers will not accept students into their rooms late without a pass from the school administration office.

Leaving School Early

There will be times when you need to take your child out of school earlier than 2.45pm. You will need to go to the front office and advise staff of the reason for the early departure. Once signed out, students will be sent to Administration for collection.

NB: Children may not leave Sports Carnivals and/or Special Event venues in the company of anyone other than their own parent/guardian **UNLESS** written permission has been sighted by the Homebase teacher. Staff must be informed and the student signed out on all occasions.

UNDER NO CIRCUMSTANCES WILL YOUR CHILD BE ALLOWED TO LEAVE THE SCHOOL
GROUNDS ALONE OR WITH SOMEONE UNDER THE AGE OF 18 IF LEAVING EARLY.

Custody Issues

A register is kept in the Office informing the school of any arrangement made for children in this situation. Please notify us immediately if there are any changes to custody arrangements so we can best assist your family.

Personal Identification must be provided before such assistance is available.

Assemblies

All parents are welcome to attend our school's assembly. Our assemblies are an opportunity to recognise and celebrate our students' successes and achievements. Stage Assemblies will be held on a day and time that is identified at the beginning of every year. In 2024, Assemblies will be held for;

- Kindergarten
- Stage 1 (Years 1&2)
- Stage 2 & 3 (Years 3 - 6)

Parents of students receiving awards as well as the Homebase presenting/hosting the assembly will receive an invitation to the event.

Before & After School Care

Before and After School Care facilities are provided within the school grounds by Jigsaw OOSH.

Jigsaw OOSH understand that some children spend a substantial amount of their time in Before & After School Care and aim to create a service that feels like home. For more information, please visit the school's website or click the links below.

Additional Information

- [What to Expect?](#)
- [Galungara Centre Information](#)
- [Jigsaw Information Booklet](#)

Classroom Catering Canteen



Classroom Catering has grown to cater for 19 schools within the Greater Western Sydney area. Employing over 30 staff, Classroom Catering is committed to ensuring that the quality of food and service that our children receive at their school canteen is second to none.

The main objectives in operating the canteen is to provide healthy, nutritional, well- balanced and affordable menus for students and staff alike. Please visit their website for more information:

<https://www.classroomcatering.com.au/>

All Classroom Catering schools are compliant with the Healthy Schools Canteen Strategy and are committed to promoting healthy eating.

Change of Details

In the event of any change of address, email or phone number, the school office should be notified. It is important for us to have up to date contact details in case of emergency and to ensure that you receive all school information.

Charities

Stewart House is a holiday home for children in need. It is wholly supported by the teachers and students of NSW State Schools as well as our **school's General Assembly**. Our school will conduct an annual fundraising event in helping maintain such a worthy organisation. Throughout the year, other selected charities, as identified by the School Diplomats in the previous year, may also be supported by the school.

Communication

General

At Galungara Public School we support and advocate an open-door policy of communication. Effective communication between the school and its community is an essential element of student well-being. Our school's communications methods are:

- **School website** (Primary communication platform): updated regularly with galleries, policies, procedures, forms and notes.
- **Facebook page:** updated regularly, with a focus on celebrating school events, successes, achievements and reminders, which link to the school's webpage.
- **Twitter:** shared periodically, focusing on school educational highlights.
- **School Parent Portal – SchoolBytes:** updated throughout the school week, 'pushing out' important notices and reminders, including absentee/late to school notifications.

Parents are encouraged to save these sites as a favourite in order to remain up-to-date about events, key dates and school programs.

Communication with Staff

Communication is highly valued between the home and school, and it is important that concerns be discussed as they arise. For this to occur, it is best to organise a mutually convenient time to meet with your child's Homebase teacher, stage supervisor Deputy Principal and/or the Principal, this can be done by contacting the school's Administration staff via email and or telephone.

The school will always do its utmost to provide effective communication and distribute accurate, up-to-date information regarding any school-related issues.

Please note that teachers who are on playground duty are NOT available for interviews or catch ups.

An Evening with The Staff

At Galungara Public School we are committed to providing effective communication to our parent community. An Evening with The Staff provides parents with the opportunity to meet your child's Homebase teachers for that year.

Held annually, in Term One of the school year, these presentations by Homepage teachers in which school and learning routines, expectations and operations are presented, will support parents understanding of how we live and learn at our school.

Personalised Learning and Support Plan Goal Setting Conferences

Students and parents will be provided with opportunities throughout the school year to reflect upon and discuss areas of growth in the areas of academic, social and emotional development.

Three Goal Setting conferences are held throughout the year, one in each term. Families will have the opportunity to lead in story sharing to provide staff with a greater understanding of how your child learns, share, and discuss external personnel who may engage with the students and establish key goals together. In addition, staff will provide information on your child's progress and identify the next steps in their learning.

As a result, our students will be able to determine what they would like to work towards to ensure that they are given every opportunity to succeed.

Emergency Information

The school maintains computer records that provide contact numbers in case of a student accident or illness. It is important that the information is up to date. If there is a change in home or work phone numbers or address, please contact the school immediately. If we cannot reach a parent/carer we will telephone emergency contacts provided at the time of enrolment.

Extra Curricula Experiences

Throughout each year a range of extra-curricular activities will be available to maximise students' schooling experience and engage in areas of interest.

Children from Kindergarten to Year 6 are invited to join the school's *Specialist groups* which include choir, dance, PSSA (3-6 ONLY) debating and public speaking. For *Specialist groups*, students must "audition/try out" for these, and be prepared to practice at various times during the week. All groups will have the opportunity to perform at school, community and state functions. With costs involved to be covered by parents.

The school will also provide opportunities for students to engage in Gardening, Environmental and music initiatives (where there is an interest).

Sport

The school will offer a comprehensive sporting program from Kindergarten to Year 6. The emphasis in the early years is on developing the children's fundamental movement skills. School sport aims to develop positive attitudes to health and fitness and endeavours to foster team spirit.

Students will be provided with many opportunities to participate in organised sport at both the school and inter-school level. Our school will host annual sporting carnivals (Swimming, Cross Country & Athletics) where students will compete against one another and have the opportunity to progress and represent Galungara at the Ridges Zone District carnivals.

Sports Day is identified at the beginning of each year. Students K-6 will be expected to wear their sports uniform on this day.

Excursions

It is school policy to extend the children's knowledge of the world around them by participating in educational excursions that compliment homebase learning. Excursions may be 'virtual', on school site (incurtion), may involve walks within our own community, observing its resources, whilst others, may involve children travelling further afield. It is important to note that all Excursions/Incurtions are supplementary to the school's curriculum and that the student's family meets the costs for these activities.

When an excursion is costed, the bus hire is divided by the number of children attending the event. Unfortunately, if your child is absent on the day this amount cannot be refunded. Where possible, the school will obtain refunds from venues however this is not always possible due to ticket pre-booking. Children are expected to wear full school uniform unless otherwise directed.

All applications for excursion refunds should be made in writing, addressed to the principal. Refunds, as determined by the school's Principal will be made if exceptional circumstances exist. However, should a family be experiencing financial difficulties, other arrangements may be made with the principal. Payment deadline dates will be strictly adhered to.

Health and Safety

As a large organisation with hundreds of people on site each day, the school adheres to strict work health and safety protocols.

Evacuation and lockdown drills are practiced throughout the year. Parents will be notified after the completion of each evacuation practice drill via the school Facebook page. All visitors to the school must sign in at the office and wear a visitor pass so that students and staff are aware that people who are not familiar to them have permission to be on site.

Homework Policy

Rationale

Homework is valuable and important for children of all ages and is an important part of the teaching and learning process. However, Galungara Public School acknowledges the importance of students having the opportunity for free time, leisure and physical activities outside of school.

Homework Expectations

Homework allows for;

- practicing, extending and consolidating work done in class.
- provides training for students in planning and organising time.
- establishes habits of study, concentration and self-discipline which will serve students for the rest of their lives and;
- provides parents with insights into what is being taught in the classroom and the progress of their children.

Parents and caregivers can help by:

- taking an active interest in homework;
- encouraging and supporting students to complete homework;
- communicating with teachers any concerns about the nature of homework
- and their children's approach to the homework;
- alerting the school to any domestic or extracurricular activities which may
- need to be taken into consideration when homework is being set or corrected;
- encouraging their children to read and take an interest in current events.

The Homework Policy for Galungara Public school will be developed late 2021 in consultation with students, staff and parents.

Inclosed Land Act

The school site operates under the Inclosed Land. It should not be accessed throughout the holiday period unless for vacation care. Visitors to the school acting unlawfully or aggressively can be asked to leave the site.

Immunisation

The Department of Health recommends that children entering school should be immunised against childhood diseases. This is especially important as your child will be coming into contact with lots of other children and infections can easily spread.

Immunisation is available from your family doctor, many Council Clinics and some Community Health Centres (dates and times of clinics may be obtained from Council). You will need to obtain an Immunisation History Statement when you are enrolling your child into Kindergarten. If this is not presented, your child will need to be kept at home during the outbreak of any communicable disease.

Learning Hubs

Our flexible Learning blocks are distinguished from traditional classroom setup by their innovative architectural designs, agile, easy to move furniture, pedagogical tools (such as

learning displays) which support increased student and teacher autonomy and opportunity for collaboration.

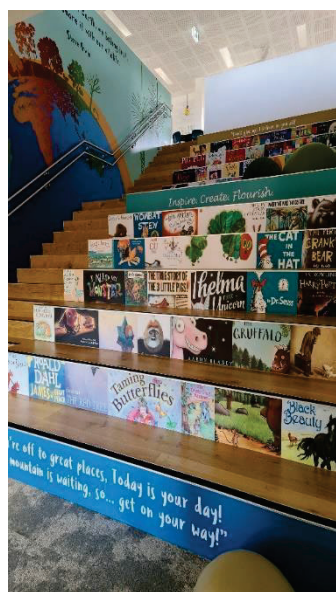
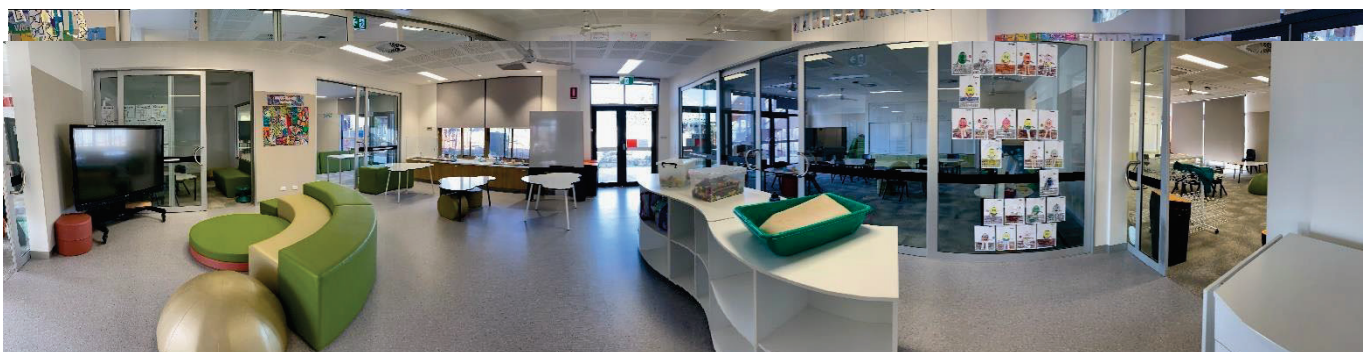
Flexible Learning Spaces, designed with flexible furniture, allows for a fluid classroom layout, with the potential to change lesson-by-lesson according to student and pedagogical needs. Each Learning Block comprises of Homebases, Inquiry Hubs, Gallery Spaces and breakout rooms.

Homebase Teachers

Students will begin each day with their Homebase Teacher. The Homebase teacher will facilitate daily meetings that support the academic and character development of all students in the class. This process is based in the fundamentals of positive psychology where students focus on growing their strengths. Your child's Homebase teacher will be your point of communication if required.

Inquiry Zone

The inquiry zone is where a student can explore, discover, design and make. It can be set up with selected equipment to spark curiosity, questions, research and investigation. This space is designed to be used for Project Based Learning hook events, exploration and play based learning.



Gallery

The Gallery is a space designed to promote oracy skills. It can be used for presentations, discussions, reflection, and evaluations. It is also a space where exemplar work may be showcased and displayed.

This space would generally be quieter hosting Socratic seminars formal discussions or ideating in large groups. This space will also house the 'Homebase library'. It is important students have access to rich texts where they can borrow books more than once a week. These books may also support the learning in the classroom and can be accessed during the day.

Break Out Space

The Break Out Space is where students that engage in additional support programs as well as work with a smaller group of students and teachers to support their learning.

Collaboration and Community Hub

The school's Collaboration and Community Hub comprises of a Virtual and Augmented reality Space, including a Green screen, technology hub, Extended Gallery, Pre-school and Parent Zones and a student 'hang out' space.



Lost Property

It is essential that all clothing and personal possessions are clearly labelled with the owner's name. Senior students will periodically return items from lost property, but items that are un-named at the end of each school term will be disposed of or donated to a second-hand clothing pool.

Uniforms are expensive and jumpers, hats and jackets can be easily misplaced. If your child does misplace an item, a lost property tub will be located outside the rear entrance to the Administration Block.

Medical Treatment

Our school staff assists students who have health support needs by the provision of first aid (including emergency care), the provision of temporary care when students become unwell at school and first aid, the administration of prescribed medications and health care procedures, and the development of individual health care plans if required.

The health and safety of students is relevant to learning and is important to school. We rely on and value the cooperation of parents, medical practitioners and health services, to assist them to support the health of students. We will assist with the administration of prescribed medication or health care procedures during school hours where this support cannot reasonably be undertaken by parents or others outside school hours.

Please note: if students Medical Details & Health Conditions are not completed or updated that the student will **NOT** be permitted to participate in school excursions/activities.

Care of students who become unwell at school

Students who become unwell at school are best transferred to the care of parent/carer. The aim of care given at school to such students is to make them comfortable in the interim.

If something major happens you will be contacted directly at home or work. If for some reason you are unavailable and the staff feels more medical treatment is required, an ambulance will be called.

Please ensure the school has your up to date contact numbers, home, work and mobiles for all adults who can be contacted if your child is sick or injured at school.

If your child is sick it is better to keep them at home until they are fully recovered. This will prevent the illness from spreading and your child will be able to concentrate better if they are completely well. When your child returns to school, you are legally required to supply a note to your child's teacher explaining the absence.

Medication

If medications are required it should be scheduled wherever possible for before and after school and at bedtime. However, if your child requires medication to be administered during the school day, it is a requirement that all medication be held in the Administration Office sickbay. It is to be labelled clearly with your child's name and class.

Please see our Administration office staff to discuss the necessary paper work required to be completed prior to leaving medication at school.

These forms will ensure that school staff has instructions for the correct dosage and time to be administered.

Under no circumstances is any other type of medication to be kept by the student.

PLEASE NOTE – staff are not responsible for doses that are missed if the child does not come to the office for the medication.

Asthma Medication

The only medication allowed to be kept by students are puffers that are used for the prevention and management of a child's asthma condition. We have asthma medication available at school for emergency use only.

For severe cases an Asthma Plan needs to be developed and given to the school.

Aspirin / Panadol substances will not be administered unless the student has written authorisation and where it has been prescribed by a doctor for a specific condition. This must be supplied by the Parent and labelled with the student's name and class.

Allergies

The school needs to be notified of any allergies a child may have. A medical Action plan and Individual Health plan will be developed for students with severe allergies in consultation with the Deputy Principal and Parents.

Infectious Diseases

Below are some of the more common diseases and those where preclusion has changed. A child should complete his/her immunisation schedule prior to commencing school.

Parents, who object to the immunisation of their child/ren, will need to notify the school in writing and their child/ren may be excluded from school during outbreaks of contagious diseases.

A list of contagious diseases and compulsory periods of exclusion are as follows:

MEASLES	5 days from appearance of rash or with a medical certificate.
GERMAN MEASLES	7 days from appearance of rash.
MUMPS	10 days from the onset of swelling.
CHICKEN POX	minimum of 7 days after spots appear
RINGWORM	until all evidence of disease has disappeared or stating that the sores are inactive is received.
SCABIES	as for Ringworm.
HAND, FOOT & MOUTH DISEASE	until the blisters have dried.
SCARLET FEVER	until at least 24 hours of treatment has begun and child is feeling better.
GASTROENTERITIS	At least 24 hours after diarrhea has stopped.
WHOOPING COUGH	until first 5 days of special antibiotic has been taken.
HEPATITIS A	2 weeks after first symptoms.
IMPETIGO	excluded only if sores are on exposed surfaces such as scalp, face, hands or legs. Sores must be well treated and covered.
CONJUNCTIVITIS	until all discharge from eyes has stopped.
HEAD LICE	hair must be completely clear with no evidence of any eggs.
SLAPPED CHEEK	contagious only before rash appears.

Remember: If your child is ill and cannot cope with routine lessons, you may be contacted. Any child who is ill at school will be sent to sick bay and depending on the severity of their illness, parents will be contacted via phone or app notification.

Mobile Phones & Electronic Items

The NSW Government has banned mobile phone use during school hours at public schools and therefore the school strongly advises that mobile phones are not brought to school. This also includes telecommunication devices worn on the wrist.

In some cases, where students and or their parent/carer decide to allow for a phone to come into school, it is expected that they will be handed in at the office at the commencement of the school day in a labelled zip-lock bag and collected by the student at the end of the day.

The school accepts no responsibility for loss or damage.

Munch & Crunch



Munch & Crunch is a set time in our school for students to 'refuel' on fruit and salad vegetables and 'rehydrate' with water at a set time in the classroom each day. Students who are not hungry and are well hydrated perform better in the classroom, show increase concentration, and are less likely to be irritable and disruptive.

Children are encouraged to bring in a small container of fruit or salad vegetables to eat along with a bottle of water each day. 'Filling Stations' are available for students to refill bottles throughout the day as needed to prevent dehydration. Children are strongly encouraged to use this method instead of drinking from a 'water fountain' to prevent the unnecessary spreading of germs.

At our school, classes choose a suitable time and way for students to participate in Munch & Crunch that fits with the class timetable. In many instances, individual teachers have Munch & Crunch while students continue on with their work or stop work and hold a Munch & Crunch specific activity inside or outside of the classroom.

Nut Aware

We urge everyone to be mindful that within our school community we have children with extreme nut allergies and ask that peanut butter sandwiches and or nuts are not sent to school. Parents are also asked to remind children that food is not to be shared.

For those wishing to send in Birthday treats, please be reminded that these are to be nut free and be individually wrapped.

Orientations

Students entering Kindergarten and their parents are invited to participate in orientation sessions which will take place during Term 4 the year prior to Kindergarten.

During the orientation session, children complete some structured activities and engage in play-based learning while parents attend information sessions on what Galungara has to offer.

All new students to the school and their parents will receive a brief tour on their child's first day.

Parent Helpers

Parents assist the children at school in many ways and this help is greatly appreciated by teachers. Among many other things, parents can assist with:

- Excursions
- Guest speakers
- Homebase Helpers
- Administration Assistance

All volunteers or parents who have direct contact with children in of any of the above aiding in the school will need to complete their working with children's check via the link below.

A Working With Children Check is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of findings of misconduct.

The result of a Working With Children Check is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked.

The Check is fully portable which means it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared.

Follow the link below to find out more information and apply online:

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

If you are interested in helping, please contact your child's teacher or the school office. Any assistance is always appreciated. If you cannot assist within the school itself, because of family commitments, you may be able to assist at home with covering of books.

People who can help you

There are a number of people within the school who can assist you should it be required. Class teachers can assist with problems that relate to in-class or in-school activities. The Assistant Principals, Deputy Principals and the Principal are all available to discuss any problems. Appointments should be made by ringing the school office.

School Counsellor

The School Counsellor's services are available to parents, teachers and children in providing educational guidance. The counsellor is concerned with the investigation and counselling of individual cases, sometimes involving the use of assessments and providing advice to teachers, parents and children. Our school's Counsellor service will be provided to parents early in Term One, once determined.

English as an Additional Language/ Dialect (EAL/D)

The school provides the English as an Additional Language or Dialect (EAL/D) services for those children who are identified as requiring additional help in learning English. Children are supported in the Homebase.

Learning Assistance Support Teacher (LaST)

Support teachers work with teachers and parents/carers to develop special programs for children having difficulties with aspects of their learning. There is close liaison with the school counsellor and the school's Learning and Support Team in the assessment of children requiring additional needs.

Policies and Procedures

As a NSW Department of Education School, we operate and adhere to the policies set by the Department of Education. To access all NSW Department of Education policies, [click here](#).

Release from Face-to-Face teaching

Every full-time teacher employed by NSW Department of Education is entitled to 2 hours relief from classroom teaching duties each week. This time is used by the teachers for parent/carer interviews, marking student work, preparation of lessons, organising materials and liaising with other teachers.

During the teachers' RFF period the students participate in lessons related to the Key Learning Areas. Note that teachers in their first two years of permanent teaching, and executive staff may be entitled to additional RFF time.

Special Religious Education (SRE)

Students receive half an hour of Special Religious Instruction provided by visiting teachers each week. Should you not wish your child to participate in the lessons, the option of non-scripture is available. Non-scripture is an opportunity for students to continue with independent study or reading.

Student Financial Assistance

Financial assistance is available for parents/carers who may be experiencing short term financial difficulties. The scheme provides subsidies to enable students to purchase books and participate

in excursions that otherwise may not be affordable. Arrangements for confidential financial support are available through the Principal.

Support Classes

Galungara Public School has facilities for three support classes for students with disabilities. The provision of enrolment in these classes is coordinated through the Department of Education. Applications are submitted by the principal of the student's local school on behalf of the parents. Where possible, students in support classes integrate with mainstream classes to enhance social competence and to drive a culture of inclusion.

Technology

At Galungara, ICT used in our teaching and learning methods will be incorporated through modern networking approaches such as 'hubs of learning', Virtual and Augmented Reality spaces, Robotics and galley spaces for presentations. As a Microsoft school, we will be utilising the full suite of options suitable for our students such as Teams and OneNote to engage in activities and complete set tasks.

In addition, teaching and learning at our school will embed innovative approaches to student self-directed and collaborative learning. Students will use technology purposefully as a learning tool to investigate, create, communicate and collaborate in conjunction with other learning activities.

Seamless and purposeful integration of technology into future-focused learning and teaching at Galungara will provide opportunities for our students to think independently and develop skills that will enable them to flourish in a world driven by technology.

Toilets

The school is equipped with sufficient toilet facilities that are located on the end of each Homebase, with additional toilets on site for students and adults who require additional assistance. Students are encouraged to visit the toilet during scheduled breaks. When accessing the toilets during class time, students will always be in 'pairs'.

Kindergarten classes visit the toilet altogether at additional times throughout the school day, primarily during Term 1.

Transport

Parents/carers are requested to drive with particular care (40kph in the designated zones) in the streets adjacent to the school.

Green Travel Plan

A plan has been developed and co-designed with the Principal to increase active travel to school for the school's students.

Implemented by a Travel Coordinator and underpinned by focused and specific actions, the Galungara School Travel Plan (STP) will support the school community in engaging in safe travel practices. The school's Travel Plan can be accessed by visiting the school's website.

Choosing what kind of transport mode is right for your child likely depends on your child's age and the distance of your home from Galungara Public School.

For additional information;

[Modes of Travel](#)

[Transport Access Guide](#)

[School Zones Offences](#)

Joint Use Carpark

The Department of Education and Blacktown Council have a 'Joint Use Agreement' pertaining to the carpark that adjoins Galungara Public School.

With parking for staff and visitors, including a Kiss and Drop area and Disabled Parking, parking is available during school hours.

Kiss and Drop

A designated 'kiss and drop' zone in the Joint Use Carpark, off Farmland Drive has been provided to assist parents/carers when driving students to school and collecting them at the end of the school day.

Expectations

- Move entirely into and to the extreme end of the bay, where possible, when entering the area.
- Ensure that children get out on the kerb side of the road and;
- Refrain from 'double parking' in the Joint use Carpark.

It is important to note that Kiss and Drop areas should only be used if children are able to alight and or enter cars independently.

Supervised Parking

A separate area will be provided for Senior staff and Assisted Travel Vehicles. Support Class Staff will collect and drop off students who access this service.

Bicycles & Scooters

Students are permitted to ride bicycles or scooters to school. Bicycles or scooters are not to be ridden in the school grounds. They must be wheeled to the bicycle rack where they should be chained and padlocked.

Any children riding bicycles or scooters to and from school must wear a helmet. It remains the responsibility of parents in make the determination as to whether or not their child should do this.

Buses

A bus service will be provided to Galungara Public School when a need is identified by Blacktown Council. Once operational, students waiting to access this service will be supervised by Executive staff in the afternoon.

Sensible, safe behaviour is expected of all bus passengers. The bus company and school reserve the right to cancel the Bus Pass of any student whose behaviour is unacceptable.

Bus Passes

All children in Kindergarten to Year Two are entitled to a Bus Pass enabling free travel to and from school. Children in Years 3–6 should check with the school to see if they are entitled to apply for a bus pass. Applications for bus passes can be obtained through the school office.

If your child transfers to another school, the bus pass must be returned to this school. If a bus pass is lost, parents must contact the bus company concerned. Replacement bus passes are obtained directly from the bus company and cannot be obtained through the school.

When an application for a bus pass is made, parents must be aware of the Code of Conduct required of all students on buses. This is outlined on Page 1 of the bus application form.

For more information about safe travel to and from school, visit:

- [road safety education – walking](#)
- [road safety education – riding a bicycle](#)
- [road safety education – bus travel](#)
- [road safety education – car travel](#)
- [road safety education – driving and parking safely near your school](#)

Uniform

Each child at our school is required to wear a uniform. When students wear a school uniform, they feel included in our school community.

Our school uniform has been designed and is representative of the feedback gathered during community consultation.

In a uniform, parent and community members wanted to see that it was;

- colourful and vibrant, with links to the environment
- distinguishable from other schools
- stylish, comfortable and affordable

Our [school uniform](#) also;

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

- is suitable for all body shapes.

The summer uniform is worn in Terms 1 and 4 whilst the winter uniform is worn in Terms 2 and 3. Sports uniform is only to be worn on the designated sport day unless otherwise specified. The school has a 'no hat, play in the shade' policy and as such it is expected that hats are worn as part of the uniform each day.

For the purposes of safety, students are expected to wear black footwear that is 'sturdy and robust'. Shoes made from a soft material is not permitted. Families can select a sports shoe, if it meets the above criteria. Students are also expected to purchase and use the Galungara Public School bag.

Uniforms are available for purchase online from Cowan & Lewis who are located at **156 Main Street, Blacktown.** <https://cowanlewis.com.au/>

For any queries regarding uniform, please contact the school office or visit our school's website.

Voluntary Contributions

The determined the level of voluntary school contributions will be set at \$45.00 per child or \$100.00 per family (for three or more children).

All Voluntary contributions received will be used to Sport and Physical Education resources and to ensure that we are able to continue to provide 1:1 IT devices for students K-6.

Our preferred method of payment is via the Parent Online Portal – POP, which is located on the school's website. Payments can also be made in person over the counter via credit card and EFTPOS.

Weather

During periods of wet weather, high winds, extreme heat or poor air quality, students are kept indoors for safety reasons. We recommend that all children keep a labelled raincoat in their bag for rainy days. Children are not permitted to use umbrellas at school as they can be dangerous. If the 2:45pm bell rings during a heavy storm, the principal may determine to keep students indoors until the storm passes.

