



Panania North Public School

Information Booklet



2023

Honesty in all Things!

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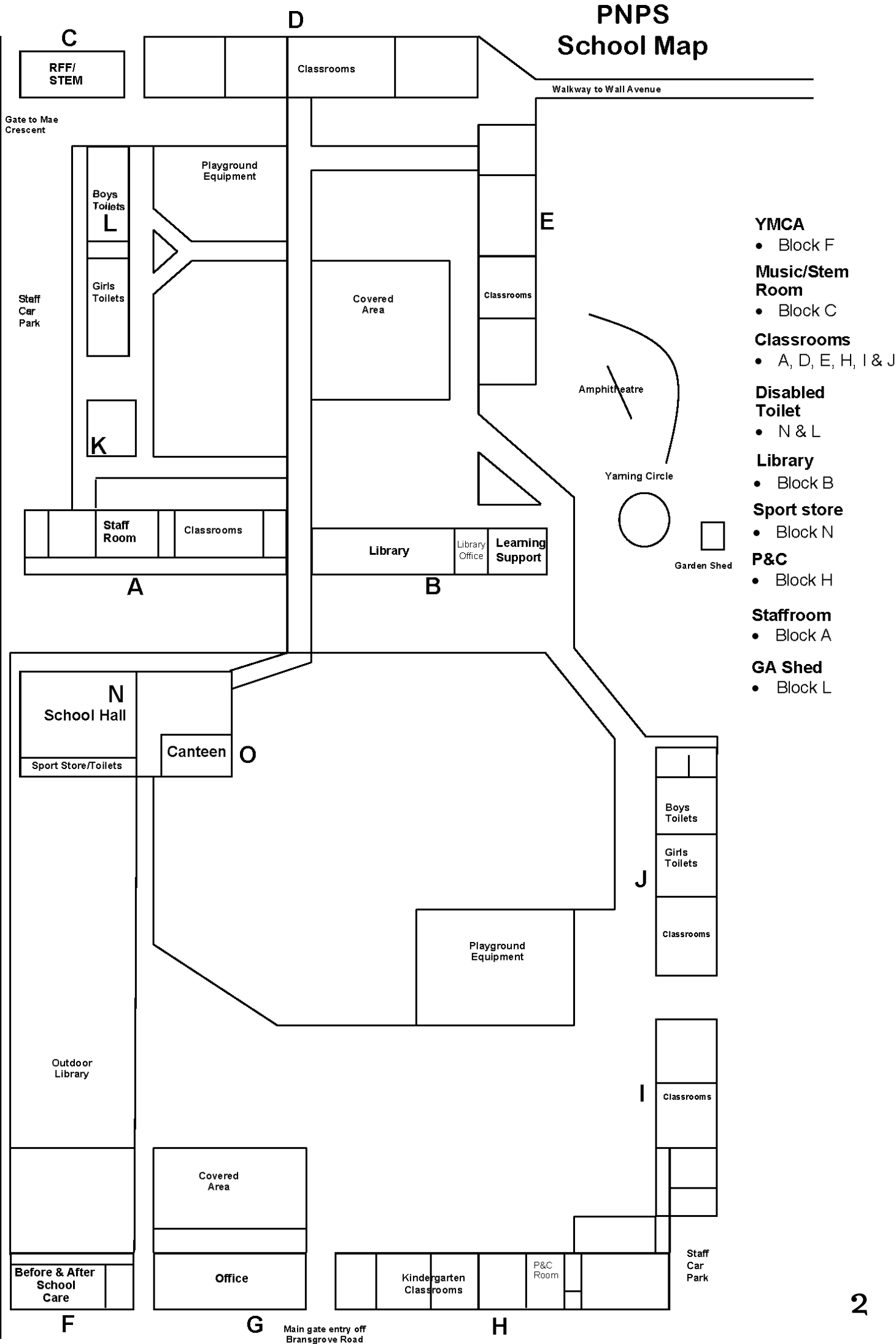
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PNPS School Map



- YMCA**
 - Block F
- Music/Stem Room**
 - Block C
- Classrooms**
 - A, D, E, H, I & J
- Disabled Toilet**
 - N & L
- Library**
 - Block B
- Sport store**
 - Block N
- P&C**
 - Block H
- Staffroom**
 - Block A
- GA Shed**
 - Block L



WELCOME TO OUR SCHOOL

At Panania North Public School our students are placed at the centre of all decisions. We are committed to providing a learning environment where all students can connect, thrive and succeed. We have high expectations that every student, every teacher and every leader improves every year.

Panania North Public School aims to provide a wide range of learning experiences directed towards the development of the individual's skills, talents and interests. In seeking to recognise the individual worth of children, we see the need for a commitment to ideals such as self-worth, responsibility and honesty in a happy, stimulating environment. We want our children to succeed and to have regard for their social obligations while undertaking a challenging program.

Panania North Public School has a long and proud history of public education since being established in 1956. While academic excellence is highly valued, our school is committed to encourage all students to participate in a wide range of learning activities - cultural, sporting and social. Our school priorities include literacy, numeracy, student engagement and technology.

The school is supported by a strong parents and citizens association (P&C). The school grounds are spacious and have extensive grassed areas and well established native gardens. The school classrooms are air-conditioned and there are interactive whiteboards in every classroom.

Accidents

- In case of an accident, our staff will make every effort to contact parents. In serious cases and if either parent or emergency contacts cannot be contacted the child will be taken to the hospital by ambulance. There is no cost incurred, as we pay for this service annually.
- It is important that the Administration Office have all current emergency contact numbers.

Anti-Bullying

- Students, teachers and parents have a shared responsibility to create an environment that is conducive to learning and is free from bullying, allowing everyone to work and learn in a safe, secure environment.
- For further information see the Preventing and Responding to Student Bullying link on our website.

Assemblies

- K-6 Assemblies are held fortnightly online and will be shared on our school website. Each class has the opportunity to present an item during the year. A letter will be sent to advise parents when children will be receiving a Principal's award, Gold award and/or Principal's badge.

Attendance

- Regular attendance and punctuality at school are legal requirements. Department of Education regulations require an explanation for all absences for all students.
- All attendance is monitored daily and poor attendance will be followed up with parents and possibly with the Home School Liaison Officer- in accordance with the policy of the Department of Education.
- An explanation is required by parents for all absences, clearly giving reasons within 7 days. Late arrivals and early departures must also be explained via Skoolbag absentee submission, email to the school, note or message through Dojo to the teacher.
- Doctor's appointments should, wherever possible, be made out of school hours.
- Overseas trips and absences from school for a period of more than 5 days require permission from the Principal. Parents need to ask for appropriate forms at the school office. Parents may need to provide travel documentation for overseas travel for leave to be granted, before the date of leave.

Awards

- Students who have consistently demonstrated the 'Bee qualities' for the week will be acknowledged each Friday with a tally mark on their classes Principal Award Chart.
- To receive a star award, students would need to meet the requirements for 10 weeks, 1 star per week.
- To receive a Principal Badge, students would need to meet requirements for the equivalent of 270/280 weeks.

Award System

- 10 stars = 1 Star Award
- 3 Star Awards = 1 Principal Award
- 3 Principal Awards = 1 Gold Principal Award
- 3 Gold Principal Awards = Principal Badge

New students will automatically start from the year/term they enrol.

	Term 1	Term 2	Term 3	Term 4
Kinder	• Star Award 1	• Star Award 2	• Star 3 Award • Principal Award 1	• Star Award 1
Year 1	• Star Award 2	• Star 3 Award • Principal Award 2	• Star Award 1	• Star Award 2
Year 2	• Star Award 3 • Principal Award 3 • Gold Principal 1	• Star Award 1	• Star Award 2	• Star 3 Award • Principal 1
Year 3	• Star Award 1	• Star Award 2	• Star 3 Award • Principal 2	• Star Award 1
Year 4	• Star Award 2	• Star Award 3 • Principal Award 3 • Gold Principal 2	• Star Award 1	• Star Award 2
Year 5	• Star 3 Award • Principal 1	• Star Award 1	• Star Award 2	• Star 3 Award • Principal Award 2
Year 6	• Star Award 1	• Star Award 2	• Star Award 3 • Principal Award 3 • Gold Principal 3 • Principal Badge	

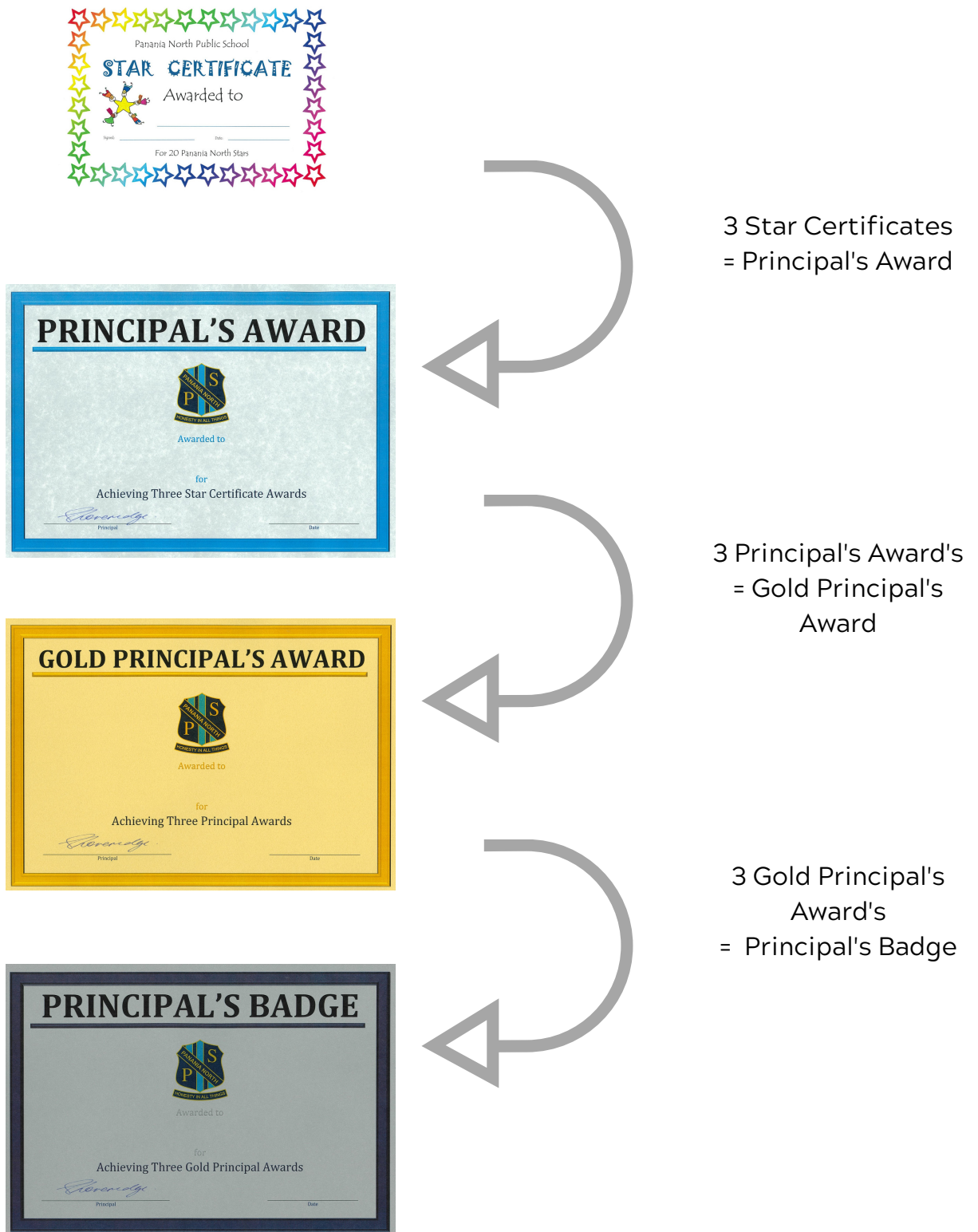
Award Chart Example

- Charts will be given to each class and collected at the end of the year. Awards will be recorded and tallies rolled over to the next year. New students start date will be indicated on the chart.

Kangaroos 2021

Name	10 = Star Award	10 = Star Award	10 = Star Award	10 = Star Award
Pete				
Jack				
Jill	T2 –Year 3 Start			

Awards



- Above is a diagram of Panania North Public School's Merit system. When a child has obtained the required amount of awards please hand them in to the front office, a letter will then be sent home to parents informing them of the assembly date so they can attend.

Bee Tickets

- Panania North Bee Tickets are given to reinforce positive behaviours immediately.
- Bee Tickets received will be places in a raffle which will be drawn at each fortnightly online class assembly.
- There is no limit to the number of Bee Tickets handed out.



Before and After School Care

- A Before and After School Care service operates on the school premises. Trained staff are available between 7.00 - 8.30am and 3.00 - 6.00pm.
- Afternoon tea and homework supervision are provided. children are involved in a variety of activities including sport, craft, cooking and painting.

YMCA
0418 593 801

Bikes and Scooters

- Road safety is an integral part of our school's curriculum, however we ask for your co-operation in ensuring that the children put the instruction they receive to good use. The major aims of the program are to enable children to travel independently and safely on our roads, to help recognise road hazards and to help children to develop positive attitude towards road use.
- Bicycles and scooters must be wheeled along the footpath at the front and side of the school and in the school grounds. Children should house their bicycles in the bike racks provided.



Book Club

- A Book Club operates each term. Pamphlets listing a variety of books which may be ordered are sent home with your child.
- There is no obligation to order from Book Club , if you wish to do so all orders are placed online through the **Scholastic website: scholastic.com.au/LOOP**
- We do not process Book Club payments at school.

Birthdays

- If you wish to celebrate your child's birthday at school, please supply mini cupcakes only (much easier and cleaner than cutting a sponge cake into 30 pieces). Please see your child's class teacher for any dietary requirements.



ALLERGY SAFETY

1 ALWAYS WASH HANDS
before and after meals
to prevent cross
contamination



2 DON'T SHARE SNACKS
especially with
kids that have
food allergies



3 LEARN THE SIGNS
of an allergic reaction

- hives
- itching
- swelling
- tummy ache
- vomiting
- wheezing
- trouble breathing



4 ALWAYS ASK
a trusted adult, if a
food you're unsure
about is safe

Foods that most often cause an allergic reaction:
peanuts - tree nuts - shellfish -
wheat - soy - milk - eggs - fish



5 ALERT AN ADULT
immediately if you or
a friend is having an
allergic reaction



However, other less
common foods can cause
allergic reactions as well!

PANANIA NORTH IS AN ALLERGY AWARE ZONE!

Canteen

- A healthy canteen operates five days a week providing breakfast, recess and lunch. 'Special days' are held several times each year.
- Orders can be placed through Flexi Schools: www.flexischools.com.au
- Parents are to write the lunch order on a paper bag and place the correct money inside. Students place these in the class lunch baskets located in the classroom.

Collecting Money

- At various times, money will need to be sent to the school to pay for excursions and school activities. Parents/Carers have two options for making these payments.
- **Parent Online Payment (POP)** - to make an online payment, a link is located on the front page of the school's website. By selecting the \$ Make a payment link you will be taken to a secure Westpac Quicklink payment page. You will no longer be in the schools website. POP payments need to be made before 6pm on payment due/ cut off dates for the to be processed on time.
- **Cash/Cheque Payments**- Parents/Carers are to place money in a clearly marked envelope with child's name, class, event/excursion and amount.
- Envelopes are to be placed in the money boxes (one located outside the front office, the other located outside E Block) before school. Money deposited after 9.30am must be brought to the office by the student.
- Cheques should be made payable to Panania North Public School.



Communication

School Telephone	9773 8394
School Email	pananianth-p.school@det.nsw.edu.au
Facebook Page	https://www.facebook.com/PananiaNorthPS

School Website <https://pananianth-p.schools.nsw.gov.au>

On our website you will find:

- POP Parent online payments
- Events Calendar
- Newsletters
- Most up-to-date school information- including; contact information, policies, enrolments, school planning, assemblies, bell times, our staff, P&C and before and after school care
- News articles

School Bytes

Simplified digital system for school payments, communication via email and permission notes.

Statements of account, payment reminders are sent directly to your email, with a payment button which takes you straight to the school's online payment portal.

Online forms have information about activities, excursions and more and allow you to give permission straight away via digital signature.

Make sure to monitor your inbox for communication sent from the school and ensure that emails from noreply@mail.schoolbytes.education are not marked as spam/junk.

Sentral Parent Portal

[https:// pnps.sentral.com.au/portal/login](https://pnps.sentral.com.au/portal/login)

The sentral parent portal is a new system that we have activated. If you haven't registered please follow the prompts on your letter or see the office staff for instructions and your Family Access Key.

The portal allows us to directly share information about your child's progress at our school.

Here you can view:

- Attendance overviews
- School reports
- Parent/Teacher Interviews
- Activities your children are participating in

Class Dojo

Dojo allows Teachers to instantly share messages and updates specific to their class as well as directly to parents. Download the ClassDojo app, create an account and wait to be invited to your child/s class.

Complaints/Concerns

- Sometimes issues arise that cause concern. Rather than allow the concern to escalate, it is most important to resolve the problem as soon as possible.
- If your concern is related to a classroom issue, you should contact the classroom teacher.
- If it relates to playground behaviour or a policy matter, please make an appointment with an Assistant Principal.
- If you are still concerned having seen and discussed your matter with these people, it may be necessary to raise the issue with our Principal.

Counsellor

- The school counsellor supports teaching, learning and welfare programs through educational testing, counselling, referrals and advice. The counsellor works with students, parents or carers and teachers in a variety of ways. The counsellor's work includes:
 - Counselling students.
 - Assisting parents or carers to make informed decisions about their child's education.
 - Assessing students' learning and behaviour.
 - Liaising with other agencies concerned with the well-being of students.
- Referrals to the Counsellor may be initiated by the student, their parent or carer, or by their teacher. Where the parent or carer refers the child, additional information may be sought for the class teacher or LST.
- School counselling is a confidential service and the school counsellor will check with students, parents or carers before passing on information (such as the results of tests or learning difficulties) to others. This presumption of confidentiality can be overwritten only by specific legal requirements (eg, child protection legislation) or where someone may suffer harm if information is withheld.

Court Orders

- The School must be informed immediately of any court orders relevant to any child enrolled at the school. All paperwork needs to be provided to the front office.

English as a Second Language

- We provide comprehensive English as a Second Language (ESL) support for those children who require additional assistance in learning English.

Enrolment

- Local enrolment areas (boundaries) exist for all public schools.
- Children living within the school's boundaries should enrol in their local school.
- Enrolment of a child can be sought in a non-local school. The Principal will consider any application and base their decision on a set of specific criteria. An out of area form will need to be submitted with the child's enrolment forms.
- To enrol in Kindergarten, a child must turn five years of age on or before 31 July in the year of enrolment. A Birth Certificate or Passport must be shown as evidence of date of birth.
- Eligible students can be enrolled at any time.
- All information regarding enrolments can be obtained from the school website and applications can be filled in online.
- Kindergarten orientation takes place in Term 4 each year.

Evacuations and Lockdowns

- Evacuation and lockdown drills are conducted at regular intervals throughout the year. In the event of you arriving at school during a lockdown drill (all accessible doors will be locked), please assist us by staying outside the gates until the "all clear" is sounded.
- If you are helping in the classroom or are visiting the school for any reason, please follow the directions of the classroom teacher or supervising adult during a drill. Remember it is very important that you sign the visitor's book at the Office so that you can be accounted for should there be a real emergency.

Excursions/Performances/Camps

- A varied K-6 excursions program operates throughout the year.
- All children are expected to attend excursions and performances.
- Prices are kept to a minimum where possible.
- Students in Year 5 and 6 are encouraged to attend the school camp each year.

Expected Behaviours

- All members of our school community are expected to show respect, be safe and responsible, build resilience and be open to learning.

First Aid

- First Aid is administered on site for minor cuts and abrasions. Staff will treat children with minor illnesses, however in most cases, parents will be contacted and the child sent home.

Hats

- At Panania North a "No Hat - No Play in the sun" agreement applies throughout the year.
- Hats are required during recess and lunch breaks as well as during PE and sport sessions.
- Students who are not wearing hats will be asked to stay in the undercover areas during breaks.

Health Conditions

- If your child has an allergy or medical condition, please ensure the office and their teacher are aware.
- Examples of allergies - insect stings, drugs, latex, food (eg, nuts, peanuts, eggs) or other.
- ASCIA Action Plans for Anaphylaxis must be provided to the school.
- Examples of Dr diagnosed medical conditions - asthma, severe asthma, diabetes, epilepsy, allergies.
- Documented action plans from your doctor must be provided to the school.
- If your child is taking prescribed medication at home or at school please see 'Medication' section and the office.

High School Placements

- Applications are made in Term 1
- Students may sit the Selective Schools Test in Term 1, when in Year 6.
- Most high schools have open days for parents and students to attend early in the year and orientation days in late Term 4.
- Several local high schools send teachers and students to talk to Year 6 students about their schools.
- Individual visits to high school with special programs or units can be arranged through the School Counsellor.
- Applications for special placement in high school can be made through the School Counsellor.

House Groups

- Each family will be allocated to a house when they begin their schooling at Panania North.
- Houses are used for sport competitions and to encourage team spirit among all students, not just team sport competitors.
- Our houses are **Boronia (blue)**, **Wattle (yellow)** and **Waratah (red)**
- Students are encouraged to wear their house colours to our annual whole school, sport carnivals.

Infections

Children must stay away from school when unwell, as well as for the following conditions:

- Chicken pox - Atleast 5 days after first spots appear or at the least until blisters have all crusted.
- Conjunctivitis - While there is discharge from the eye.
- COVID-19 - While showing any signs/symptoms, negative test result required upon return
- Gastroenteritis - At least 24 hours after diarrhoea stops.
- German Measles - 4 days after rash appears
- Hepatitis A - Two weeks after first symptoms or one week after onset of jaundice
- Impetigo - Until treatment starts, sores should be covered by a water tight dressing.
- Measles - 5 days after rash appears
- Mumps - Nine days after swelling occurs
- Head lice - Until the head is treated with anti-lice treatment from a chemist. It is advisable to treat all family members and to notify the school.

Library

- Children visit the Library for class borrowing and also for Library Activity time with their class teacher.
- Lost books will incur a fee

Lost Property

- Any items found in the playground will be placed in one of the lost property containers, located outside the office.
- It is very important to name your child's clothes and belongings. Sometimes naming them in more that one place is helpful, as tags can become worn and the name fades.
- At the end of each term unclaimed items without legible names are donated to charity.

Learning Support Team

The Panania North learning support team is a whole school planning and support mechanism.

- Addresses the learning support needs of students through the coordination, developement, implementation, monitoring and evaluation of educational programs.
- Ensures the needs of all students are being met.
- Uses a three-tiered model of support addressing universal, target ad intensive supports for students and teachers.
- Our team also employs the logic of Positive Behaviour for Learning - strong focus on systems, practices and data.
- Facilitates collaborative planning between teachers, support staff, parents and students.
- Parents and teachers may request a referral to the team for support. donated to charity.

Management Plans

- Each year, we develop a management plan for the year ahead. It details annual targets, focus areas for school improvement and budgets for the various curriculum committees.

Medication

- If children require medication during school hours parents must complete an Administration of Medication form from the office.
- All medication given to students must be prescribed by a doctor and measured out into the correct dose required.
- All medicines except for Ventolin and Epi-pens must be taken to the office. No drugs or medicines to be kept in school bags.
- Students are to carry their own Ventolin and Epi-pens with them at all times.

Parent Involvement

- The following suggestions for parents can help the school, your children, their education and you:
- Read the fortnightly newsletter
- Set up good routines with your child such as:
 - doing homework
 - getting ready for school and being on time
 - wearing proper school uniform
 - going to bed
 - daily reading
 - bringing home notes
- Talk positively to your children about their school, schoolwork, teachers and education.
- Encourage your child's friendships.
- Talk positively to other parents about Panania North.
- Make money payments on time, with permission notes included, in an envelope or online via POP and email.
- Ensure that your child's clothes and possessions are clearly labelled.
- Set a good example for your children to follow, eg:
 - be on time and set the example
 - drive carefully, with seatbelts on, obeying road rules
 - pick up litter so that the school is neat and tidy
 - respect the no smoking policy at school
 - don't chew gum at school
 - let the school staff sort out children's at-school disputes-
 - de-escalate the situation

Parents and Visitors

- All Parents and visitors are required to fill out a Department declaration and provide the office with ID to be able to help in the classrooms, with activities, etc.
- The Department of Education has partnered with Service NSW to provide a streamlined, digital school sign-in system for visitors and contractors at every NSW government school.
- All parents and visitors are required to report to the office prior to undertaking any activity within the school, where they will be required to sign in using the School Check in QR code through the Service NSW app and show proof of double vaccination status.

Parking

- Please observe parking regulations and signage around the school.
- These regulations and restrictions are in place for the safety of your children and our wider school community.
- The designated staff car park is for staff only (no matter what time of day).

Road Safety

Parking rules for Parents

- Do not park on school grounds
- Do not park across gates
- Do not block exits
- Watch for pedestrians and children
- Drive very slowly
- Take extreme caution when reversing
- Only allow children to exit and enter the car on the kerbside
- Escort children to and from your car to the playground
- Do not call children across the road

Road Crossing Rules (for parents and children)

- Only cross at the crossing
- Please follow the Pedestrian Crossing Safety Officer's instructions
- Keep alert and watch the traffic while crossing
- Do not cross at any sign of danger or if you hear a siren
- Walk quickly across the road, staying on the crossing

Driving Rules for Parents

- Drive slowly- all around Panania North PS is a 40km/hr zone for 8.00am-9.30am and from 2.30pm-4.00pm every school day.
- Make sure everyone in the car wears a seatbelt and follow the RTA rules for child restraints.

Semester Reports

- Formal reporting to parents is completed twice a year, Semester 1 report handed out in Term 2 and Semester 2 report handed out in Term 4.

School Events

A calendar of events can be found on our school website and is included in the newsletter each fortnight.

Annual events may include-

- ANZAC Day Assembly
- Assemblies
- Athletics Carnival
- Cross Country Carnival
- Education Week
- Harmony Day
- Mufti Days
- Public Speaking Competition
- Premier's Reading Challenge
- Premier's Sporting Challenge
- Remembrance Day Assembly
- School Camp
- School Concert
- School Photographs
- Swimming Carnival
- Special Swimming Scheme
- Talent Quest
- Year 6 Farewell

School Photos

- During the year, individual, class, family and whole-school photos will be taken. There is no obligation to buy any of them.

School Song

Panania North is assembled now,
It's a place to learn and this is how:
We are honest in our work and all we do,
We try to be friends who are loyal and true

Learning each day at Panania North,
Friendship and truth at Panania North,
We'll strive to be best in everything we do,
Panania North we are proud of you.

School Times

- School gates are open to students from 8.30am
- It is important to arrive and be prepared for the school day before the 9.00am bell when school commences. Students who arrive after 9.00am will be required to enter school via the office where they will be signed in as late and given a slip to give to their teacher.
- Recess is 11.00am - 11.30am
- Lunch is 1.30pm - 2.00pm
- End of day is 3.00pm
- If you are running late to pick up your child/ren, please call the office so that their class teacher/s may be notified.

Scripture and Ethics

- Special religious Education (SRE) is provided for the students every Thursday for 30 minutes. Visiting Scripture Teachers attend the school from various denominations to conduct Scripture classes. SRE is not compulsory.
- Ethics classes (SEE) provided by Primary Ethics, run at the same time as and are an alternate options to SRE.

Sport

- Panania North Public School offers a comprehensive sporting program from Kindergarten to Year 6. The emphasis in Kinder through to year 2 is on developing students' gross motor skills.
- PSSA Sport operates each Friday. PSSA Sport does include a weekly fee. Those students who do not wish to play PSSA Sport will participate in school-based sport. School based sport aims to develop positive attitudes towards health and fitness and endeavours to foster team spirit.

Sports Carnivals

- Throughout the year, we hold our annual Swimming, Cross Country and Athletics Carnivals. Children must be turning 8 years old or older to be eligible to compete.
- Sport carnivals are part of the school curriculum and students are required to attend.
- These carnivals are used to select representatives to compete at zone carnivals.
- Parents are always welcome at these events to support their children.

Student Leadership Team

- The Student Leadership Team is a group of year 6 students, elected by their fellow students to represent them in the school and organise ways for them to participate in the school.
- This team is made up of our School Leaders and Student Representative Council (SRC) two representatives from each grade from Years 2-6.

Our 2022 Student Leaders



Aiden



Megan



Ayden



Eleni



Lisha



Daniel

Technology

- We believe that the use of technology is paramount in providing our students with the skills to be active and informed citizens.
- Students' learning is enhanced with the latest form of technology in many curriculum areas.
- BYOD information is sent out to parents of Stage 2 & 3 students at the start of each year.

Uniforms

Our Uniform Shop is operated by the P&C as an online store, selling quality uniform items at a reasonable cost. Parents volunteer their time to provide this service to our Community. All funds raised directly benefit our school and students. All profits are used by the P&C to purchase much needed items and services for the school.

Go to <https://pnpsuniforms.square.site/>

HOW TO BUY

1. Hop online at the website above and place your order
2. Once we have received your order, it will be picked, packed and then delivered to your child's classroom in a paper bag.
3. Delivery will occur every Friday. This means orders received before 9am each Thursday will go out that Friday.

REFUND OR EXCHANGE

If you need to return or exchange an item you must:

1. Complete a return/exchange slip
2. Contact the P&C at pnpspc@gmail.com and advise of the need to refund or exchange.
3. Leave items that you need to refund or exchange as well as the filled out return/exchange slip at the office.
4. Refund will be processed within 10 days; exchange will be processed and delivered to your child's classroom on Friday that week.
5. Please ensure returns or exchanges are brought back to school as soon as possible with the tags still attached, original packaging and your receipt. If we cannot exchange your item for something more suitable, we will issue a refund.

LABEL IT!

Huge amounts of items end up as lost property each term. Many don't make it back to their owner because they aren't labelled. Please make sure you label all pieces of your child's uniform - especially hats!

If you have lost items check out the lost property boxes, located outside the front office.

If you have any questions please email the P&C pnpspc@gmail.com



Unisex Uniform:

- School polo shirt with logo
- Navy blue school knit shorts or Navy-blue school track pants
- Navy blue school socks
- Black joggers (not available in the Uniform Shop)
- Navy blue school hat
- Navy blue school jacket with Panania North Public School embroidered



Girl's Uniform Option:

- ONE UNIFORM WITH OPTIONS ALL YEAR ROUND
- Navy blue girls skorts



