

**SCHOOL
INFORMATION
HANDBOOK**

**Jordan Springs
Public School**



CONTACT DETAILS



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2747



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



02 47 266 020



<https://www.facebook.com/jordanspringsps/>

For more information, go to:
<https://jordanspr-p.schools.nsw.gov.au/>



PRINCIPAL MESSAGE

Worimi Ngini and welcome to Jordan Springs Public School. It is an absolute privilege to be the foundation principal of Jordan Springs Public School. To have the opportunity to create and build a shared vision and culture of the school requires strength of understanding, an unwavering moral purpose to ensuring every student is known, valued and cared for and the courage to think innovatively to truly instill a future focused philosophy in all members of the school community. This is the mantra from which I exist as the lead learner.

Established in 2020, Jordan Springs Public School supports the community with innovative learning spaces, dynamic teaching pedagogy and contemporary infrastructure that is underpinned by our caring and supportive approach to wellbeing.

Boasting 27 learning spaces in the completion of Phase One, our school hosts students from Kindergarten to Year 6 and proudly embeds our inclusive learning philosophy with our support classes where collaboration is seen in its true form. This is also supported by our library, hall and playground facilities which are exceptional in their concept, creation and features.

We have developed every aspect of our school with consideration of the Darug nation on which we meet, landscape on which we work and community in which we teach. I would like to acknowledge the work done in creating our conceptual design by the Yarramundi Aboriginal Educational Consultative Group and Deb Summerhayes, Director of Secondary Education. This relationship and connection to our traditional custodians is something that our school is committed to continuing and enhancing as the school grows.

Jordan Springs Public School is laying a platform of wellbeing aligned with the work of Dr William Glasser. We have established a wellbeing approach to the basic human needs and knowing that when our needs are being met, we are able to be our best selves. These human needs are as follows:



- Belonging
- Power
- Freedom
- Fun
- Survival



These are shared across all aspects of the school and articulate the way in which we will interact with each other and show how every student, teacher, leader and school community can improve every year when they are having their needs met.

In supporting our future focused teaching and learning, we have established our school using technologies and communication systems to enable family's access to see what their children are learning and how to participate in this learning. Our students will be working and communicating with Microsoft Teams. We are excited to be on the journey to be branded a Microsoft school. We will have multiple ICT capabilities that our community will be able to engage with and all of these will centre back to our website.

On behalf of our staff, I would like to welcome you to our school and trust that you will enjoy the experiences we create together and share in our successes, of which I am sure there will be many! Striving for school excellence for our school,

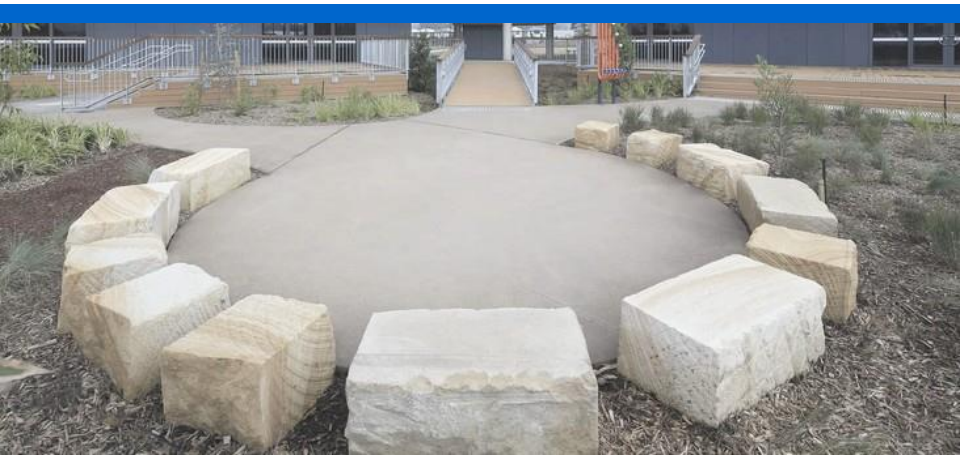
Kylie Becker





VISION STATEMENT

Children are always the only future the human race has; teach them well.





SCHOOL HOURS

SCHOOL OPERATING TIMES 8:55AM – 2:55PM

MORNING SUPERVISION 8:30AM -8:55AM

MORNING SESSION 8:55AM-10:50AM

RECESS 10:50AM–10:55AM (EATING TIME),
10:55AM–11:25AM (PLAYTIME)

MIDDLE SESSION 11:25AM–1:15PM

LUNCH 1:15PM–1:25PM (EATING TIME), 1:25PM
–1:55PM (PLAYTIME)

AFTERNOON SESSION 1:55PM–2:55PM

SCHOOL OFFICE HOURS 8:30AM–3:15PM



SCHOOL HIGHLIGHTS

Jordan Springs Public School was opened in 2020 to support the growing student community.

The school site features:

- 27 flexible learning spaces, including specialist learning spaces.
- An innovative library and hall.
- A variety of covered outdoor learning areas (COLA).
- Modern core facilities designed to allow additional classrooms in the future.

A-Z GUIDE TO JORDAN SPRINGS PUBLIC SCHOOL

[Access to Staff](#)

[Accidents](#)

[Assemblies](#)

[Attendance](#)

[Additional Needs](#)

[Before and After School Care](#)

[Behaviour Code for Students](#)

[Bicycles](#)

[Canteen](#)

[Catchment Zone](#)

[Casual Teachers](#)

[Child Protection](#)

[Counsellor](#)

[Communication](#)

[Digital Platforms](#)

[Driving and Parking](#)

[Emergency Information](#)

[English as an Additional](#)

[Language/Dialect](#)

[Excursion](#)

[Extra Curricular Activities](#)

[Fundraising](#)

[Health](#)

[Hints for New Parents/Carers](#)

[Immunisation](#)

[Inclosed Land Act](#)

[Infectious Diseases](#)

[Interpreters](#)

[Kiss and Drop](#)

[Learning and Support](#)

[Learning Hub Design](#)

[Library](#)

[Lost Property](#)

[Medication](#)

[Mobile Phones](#)

[Money](#)

[Nut Aware](#)

[Orientation and Transition](#)

[Parents and Citizens Association](#)

[Parent/Carer Contributions](#)

[Parent/Carer Volunteers](#)

[Parent and Visitor Parking](#)

[Photographs](#)

[Student Financial Assistance](#)

[Support Classes](#)

[Playground](#)

[Student Supervision](#)

[Policies and Procedures](#)

[Release from Face to Face](#)

[Scripture](#)

[School Development Days](#)

[School Holidays](#)

[School Office](#)

[School Sport](#)

[Student Financial Assistance](#)

[Toilets](#)

[Uniform](#)

[Weather](#)

[Work Health and Safety](#)

ACCESS TO STAFF

The school encourages regular contact between parents/carers and teachers. Of course, there are times during the day when teachers are unable to talk because they are teaching or have other school commitments. Therefore, it is advisable to arrange a convenient time if an extended interview is required.

ACCIDENTS

In case of an illness or accident, staff members will contact parents/carers. In serious cases, if neither parent/carer can be contacted, appropriate action will be taken (ambulance called). Office personnel are trained to administer first aid for minor playground accidents. The teachers are also trained in Emergency Care and CPR. All students are covered for ambulance under a state-wide scheme.

ASSEMBLIES

School assemblies are held fortnightly in the school hall. Our assemblies are an opportunity to recognise and celebrate our students' successes and achievements along with showcasing the many focus areas of their learning.

ATTENDANCE

Students are required to attend school every day. School commences at 8:55am and concludes at 2:55pm. Teacher supervision of the playground commences at 8:25am.

Children who arrive after 8:55am must report to the office to obtain a late slip and will be recorded as 'partially absent' on official school register. Parents/carers who wish to have their child leave school early must report to the office where their child will meet them and parent/carer will sign the early leave register. Please note children will not be permitted to leave the school within the hours of 8:55am – 2:55pm without an adult. When a child is to be, or has been absent, please notify the school in writing. Extended absences must be approved by the principal.

ADDITIONAL NEEDS

Students with additional learning needs are catered for through the provision of quality, differentiated teaching and learning programs and the implementation of learning adjustments as appropriate. The classroom teacher will work alongside the Learning and Support Teacher and parents/carers to develop an Individual Education Plan if required. Parents are encouraged to share any external reports such as speech, occupational therapy or psychometric testing with the school.

BEFORE AND AFTER SCHOOL

OSHClub provide children with fun, play-based learning experiences that meet all your family's needs. You can be confident that your child is in safe hands with experienced and passionate educators. Whether your child attends OSHClub daily or only occasionally, each visit is an exciting new adventure with healthy, nutritious food, awesome clubs, activities and so much more.

ASSEMBLIES

School assemblies are held fortnightly in the school hall. Our assemblies are an opportunity to recognise and celebrate our students' successes and achievements along with showcasing the many focus areas of their learning.

BEHAVIOUR CODE FOR STUDENTS

NSW Department of Education

Behaviour code for students NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Respect ourselves respectfully, safely and fairly
- Comply with the school uniform policy or dress code
- Report action every day (unless legally advised)
- Respect all property
- Not be absent or bring weapons, illegal drugs, alcohol or tobacco into school
- Not bully, harass, intimidate or discriminate against anyone in our school

Schools take strong action in response to behaviour that is detrimental to staff or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Take care of ourselves
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and show respect to the effect on relationships before acting
- Value the interests, ability and culture of others
- Obey school rules in complying with the school uniform or dress code
- Take care with property

Safety

- Follow and follow departmental, school and/or class codes of behaviour and conduct
- Engage and relate positively with empathy
- Take personal responsibility for behaviour and actions
- Care for staff and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Join in school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Apply and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, will be placed to monitor discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletin, guides to discipline and the Department of Education will back the authority and judgement of principals and school staff at the local level.

education.nsw.gov.au



Click [here](#) to access the NSW Department of Education Behaviour code for students.

BICYCLES

Students are permitted to ride bicycles to school. They must wear an approved helmet and obey the road rules. Students are not permitted to ride their bikes in the school grounds and must leave their bikes in the designate area. Parents/carers are urged to ensure that their child has proper bike control and knowledge of road rules.

For further Road Safety information and resources click [here](#)

CASUAL TEACHERS

Casual or relief teachers assume the same responsibilities and duties as permanent teachers and are employed when a teacher is sick, on leave, attending professional learning or may be taking on additional responsibilities within the school.

CANTEEN

Jordan Springs Public School has the facilities to support a school canteen and is due to be operational in 2021.

CATCHMENT ZONE

Each public school in New South Wales has its own catchment zone. Students residing within the zone have automatic right of enrolment to the school, while those residing outside the zone are required to lodge an out-of-area application for consideration by a panel. General advice is to enrol children at their locally zoned public school. The catchment zone for Jordan Springs Public School is below. The [School Finder website](#) is an excellent resource, showing the designated public primary and secondary school for each residential address in New South Wales.



CHILD PROTECTION

Child Protection lessons are mandatory for all NSW schools to deliver. Jordan Springs public school teachers follow the department of Ed policy and procedure in ensuring every child is safe.

COUNSELLOR

The school counsellor plays a key role in the welfare of the children at the school. School counsellors work with students, parents/carers and teachers in a variety of ways. Their work includes:

- Counselling students.
- Assisting parents/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

COMMUNICATION

Parents/carers are asked to read all materials uploaded to the school website by the school in order to remain up-to-date about events, key dates and school programs. The main communications methods are:

- School website – updated periodically with galleries, newsletters, policies, procedures and forms.
- Facebook page – updated as required celebrating school successes and events.

DIGITAL PLATFORMS

Our students will be utilising the Microsoft platforms such as Teams and OneNote to engage in activities and complete set tasks.

Access to these services enables student collaboration, communication and creative and critical thinking tasks to be facilitated.

DRIVING AND PARKING

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

There is a designated 'kiss and drop' zone on Cullen Avenue to assist parents/carers when driving students to school and collecting them at the end of the school day.

Parents/carers are not to drive into the school car parking facilities to drop off or collect children.

Access to before and after school care is via the Administration gate on Cullen Ave. Rangers from Penrith Council as well as the Penrith Local Area Command enforce road and parking rules around the school.

Please, prioritise safety over convenience to keep all of our students safe.

ENGLISH AS AN ADDITIONAL LANGUAGE / DIALECT

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 general classroom.



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.

EXCURSIONS

Excursions are undertaken to complement learning programs provided for the students. They may include visits to outside venues and/or performances at the school. Should your child be unable to attend an excursion for any reason, it will not be possible to refund the bus cost component and you may apply for a refund for other costs.

All applications for excursion refunds should be made in writing addressed to the principal. Children are expected to wear full school uniform on most occasions.

Sometimes the students will be requested to wear their sports uniforms. The student's family meets the costs for these activities.

However, should a family be experiencing financial difficulties, other arrangements may be made with the principal.

EXTRA CURRICULAR ACTIVITIES

As Jordan Springs Public School enrolments increase and student interests are identified, a range of extra-curricular activities will be available to maximise students' schooling experience and engage in areas of interest.

Extra-curricular opportunities that may be, but not limited to: Dance group, Choir, Representative sporting teams (PSSA aligned with Penrith Zone), Debating.



FUND RAISING

School fundraising initiatives are coordinated by the school's Parents and Citizens Association. The P&C organises different activities to raise funds for programs and equipment that might otherwise not be provided because of funding constraints. Typically, P&Cs coordinate events such as fairs, movie nights and trivia nights. Parents/carers are encouraged to support the fundraising activities that are organised for the children's benefit.



HEALTH

Children who are ill should not attend school as this impedes the child's recovery and also has the potential to infect other children. Children who become ill at school will be sent to the office where basic first aid is administered. We will then attempt to notify you if the illness is serious so that you can collect the child from our sick bay. In serious cases, and if you are not immediately available, an ambulance will be called. The school has ambulance cover for each of its students. Please notify us of any issues regarding your child's health and if necessary a Individual Health Care Plan can be completed. When attempting to contact parents/carers to inform them of their child's illness, the primary caregiver will be phoned. If they are unavailable the next of kin will be contacted. Failing that, we will contact the emergency contact person. Please advise the school immediately of any changes to your phone number, address, emergency contact person so that it can be kept up to date. Please include work phone numbers, particularly where both parents/carers work. It is most important that the school has contact numbers in case of an emergency.

HINTS FOR NEW PARENTS & CARERS

- Be punctual. Children need to be at school ready for an 8:55am start.
- Teach your child to take off his/her jumper, shoes and socks and to tie shoe laces or use shoes without laces.
- Encourage your child to be responsible for reminding you of any correspondence on their Microsoft Teams site or reminders from teachers.
- Make sure your child has plenty of sleep, nourishing food and exercise.
- Don't allow your child to bring expensive or valuable items to school.

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 be immunised against childhood diseases. The Department of Education requires the school to sight an immunisation certificate at the time of enrolment. The certificate is available from medical practitioners, or if you are registered with Medicare you can go to the Human Services website http://www.humanservices.gov.au/online_services and print a copy of your child's immunisation history. Children starting school require an immunisation booster against diphtheria and tetanus (CDT) and polio (Sabin). Children should also be immunised for measles if they have not previously contracted the virus. Immunisation is available from a general practitioner, from local council clinics and from community health centres.

INFECTIOUS DISEASES

The NSW Department of Education requires the following periods of exclusion from school for students with the infectious diseases listed below.

- Chicken Pox - Exclusion from school until fully recovered. Minimum exclusion 7 days after first spots appear.
- German Measles - Exclusion from school until fully recovered. Minimum exclusion 5 days after rash appears.
- Measles - Minimum exclusion 5 days after rash appears.
- Mumps - Exclusion from school until fully recovered. Minimum exclusion 1 week after swelling occurs.
- Whooping Cough - Exclusion from school until fully recovered. Minimum exclusion 3 weeks from onset of whoop.
- Ringworm/Scabies - Re-admission to school after appropriate treatment has commenced. A medical certificate detailing treatment is required.
- Pediculosis (headlice) - A student with head lice at school will be isolated to protect other students from possible infestation. The child will need to remain away from school until the infestation is treated. Hair should be free from eggs and lice.
- Corona Virus – A student who tests positive for Coronavirus will be asked to refrain from attending school until they obtain a medical certificate confirming they are free of the disease. The school must be immediately notified.



INTERPRETERS

Parents/carers may request the use of an interpreter at any time. Interpreters can be accessed by school staff via telephone or face-to-face with sufficient notice.

KISS AND DROP

A 'kiss and drop' zone is located on the southern side of the school on Cullen Avenue. These zones operate under the same conditions as no parking zones, which means you may stop to drop off or pick up children for a maximum of 2 minutes. You're required to remain in, or within 3 metres of, your vehicle. Days and hours of operation apply to the zone at Jordan Springs Public School. School personnel attend the kiss and drop zone after school only assisting students to wait in an orderly and safe manner. When parents arrive at the zone and their child is not waiting, it is kindly requested that they complete a block and return to the kiss and drop zone in order to allow traffic to flow.

LEARNING SUPPORT

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 support.



LEARNING HUB DESIGN

Jordan Springs Public School features four modern buildings. Two of the buildings consist of 3–7 Homebase's with additional learning hubs and break-out spaces.

Students learn throughout the space in a teaching approach that facilitates Future Focused learning, inclusive of inquiry-based student centered activities and

is different to traditional 'front of room'

learning. Homebases and learning

hubs are connected to adjacent rooms with

sliding doors to allow for more

flexible learning arrangements. Our

administration building houses our

Principal and executive staff, our school

administration officers and managers,

school canteen, along with a state of the art

multi storey library which includes 4

special programs rooms and a dedicated

green room. Our hall is well equipped with

modern technology and facilities for a

before and after school

care.

LIBRARY

The school library is open to all students. All children in K-6 must have a library bag when borrowing. Class lessons are scheduled each week. The library has hundreds of books and resource items that are constantly updated. Children can visit the library at lunchtime for extra research and borrowing.

LOST PROPERTY

It is essential that all clothing and personal possessions are clearly marked 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.

MEDICATION

Many medications are now available in a form that minimises or eliminates the need to provide students with medication during the school day. We would advise parents/carers to consult with your medical practitioner in this regard. Only in special cases will prescription medications be administered to children at school.

Medication requiring administration on a daily basis should be in an appropriate container and labelled with the student's name. Medication that must be administered during school hours is to be sent to the school office. Before this can occur, a Departmental indemnity form must be signed by a parent/carer if the medication is to be administered at school. Medication must not be kept in schoolbags, in classrooms or in uniform pockets. The exception is an asthma puffer.

Please note:

- The office staff are aware of children with special needs – e.g. allergies. ASCIA
- Management Plans for these students must be shared with the school.
- Serious illness/injuries including suspected fractures, eye and head injuries will be reported to a parent/carer and, if necessary, an ambulance called.
- Splinters will not be removed by school staff.
- Staff will not administer any form of pain reliever for legal reasons e.g. Panadol, aspirin. Staff will not apply any topical creams.

MOBILE PHONES

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. In some cases students and their parent/carer decide to bring a phone. The school accepts no responsibility for loss or damage. Phones must 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.

MONEY

Our preferred payment option for school events and contributions is via the school website payment portal. We understand that children often need to bring money to school for special activities, excursions and P&C activities. Money should be in a sealed envelope with the child's name, class and activity e.g. Zoo Excursion printed on the outside and delivered to the secure payment box in the school office.

NUT AWARE

We urge all parents/carers to be mindful that within our school community we have children with extreme nut allergies. Please do not send peanut butter sandwiches to school. Please tell your children we do not share food. Birthday treats should be nut-free. We cannot guarantee there will be no nuts at school but we actively discourage nuts, especially peanuts.

ORIENTATION AND TRANSITION

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.



PARENTS AND CITIZENS ASSOCIATION

A Parents & Citizens Association (P&C) is an autonomous school-based organisation that works closely with the school and its community to achieve three main objectives: 1) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and 2) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school. 3) to encourage parent and community participation in curriculum and other education issues in schools where there is no school council.

A P&C Association has unique status in NSW public schools under legislation giving it the ability to work with the school in ways that are not possible with other groups. When a P&C works in positive cooperation with the school great things can be achieved for the children, the school and its community.

PARENT & CARER VOLUNTEERS

The school encourages support from its parent/carer community. If you have any spare time there is always an opportunity to help in some area as a reading tutor, accompanying class groups on excursions, covering books in the library, assisting in the canteen and maintaining the school grounds. In order to assist in our school you must obtain and present a Working With Children Check prior to assisting. Your help is always valued and appreciated. The Working With Children Check can be obtained [here](#).

PARENT AND VISITOR PARKING

As with all public schools, parent and visitor parking is off-site. Please park legally at all times to avoid fines and demerit points, and always prioritise safety over convenience.

PHOTOGRAPHS

School, group and class photographs are taken annually by a commercial school photographer and are offered for sale.

Individual photos and photos with siblings are also available.

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

Jordan Springs 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.

PLAYGROUND

The playground features two grassed areas, a basketball court, seven handball courts and play equipment built on soft fall for safety. As we wait for our natural shade to grow in the early years it is important that we engage in sun-safe measures. While the school cannot apply sunscreen to students, it does supply it and encourage the students to apply it regularly.

STUDENT SUPERVISION

Children should not arrive at school before 8:25am unless attending the before and after school care centre. There is playground supervision from 8:25am until the commencement of school at 8:55am. There is no playground supervision after school and the students are deemed to be in their parents/carers care before 8:55am and after 2:55pm.

POLICIES & 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

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.

SCRIPTURE

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.

SCHOOL DEVELOPMENT DAYS

There are five school development days each year. These are student free days where all staff engage in planning and professional development, usually held on the first day of Terms 1, 2 and 3 and the last two days of Term 4. The before and after school care centre operates on these days for working parents/carers.

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

SCHOOL OFFICE

The school office is open between 8:25am and 3:30pm each day. Information about the school, enquiries about school procedures and activities, lost property and the like are provided by the friendly and helpful staff.

Should a child miss the bus or is not collected after school, he/she will be returned to the office until 3:30pm. Parents will be phoned for immediate collection. In rare cases, when students are not picked up from school they are taken to the local police area command and mandatory notifications are made to the Department of Justice and Communities.

SCHOOL 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 at Jordan Springs Public School 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 Jordan Springs at the Penrith Zone District carnivals.

It is our intention to have full involvement in the PSSA interschool sport competitions where students will have the chance to trial for school teams and compete against other local schools, however, this will be dependent upon the growth of our school and the students who are able to commit to participating.

It is important to understand that it is not organisationally possible to field teams in all available sports within the PSSA structure until the school grows.

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.

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.

Kindergarten classes visit the toilet at additional times throughout the year altogether. Adults are not permitted to use the children's toilets.

UNIFORM

The school uniform accounts for choice, comfort, quality and style. Correct school uniform should be worn at all times and we trust that all parents/carers will do their best to support the school in this area.

A school hat is a compulsory part of the uniform. For student safety, the school has a policy of asking students to remain in the shade if they are without a hat. The school uniform is available for purchase online through Back To Basics School Wear located at 52 Cox Avenue, Kingswood, 2747. You can contact Back to Basics School Wear on 02 4721 7422 or by email at basics@backtobasicsschoolwear.com.au



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 2:55pm bell rings during a heavy storm, the principal may determine to keep students indoors until the storm passes.

WORK HEALTH & 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.





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