

TEMPE PUBLIC SCHOOL

PARENT HANDBOOK

2023



ACKNOWLEDGEMENT OF COUNTRY

We would like to acknowledge the Traditional Custodians of this land: the Gadigal, Gamelay and Wangal Peoples of the Eora nation. We must always remember that under the concrete and asphalt this land is, was and always will be Aboriginal land.

We would like to pay our respects to the Elders of the past, present and future; for they hold the memories, the traditions, the culture and hopes of Aboriginal Australia. We acknowledge their living culture and their unique role in the life of the region.



OUR VISION

Our vision is to provide a safe, supportive and inclusive learning environment where students access a comprehensive curriculum. We set high expectations for learning so that all students can reach their academic potential and become responsible citizens and confident lifelong learners.

PRINCIPAL'S ADDRESS

Tempe Public School provides quality learning opportunities for all students. We strive to provide a well-rounded education that values and supports the intellectual, creative, physical and emotional development of every child. We are committed to ensuring that quality learning and teaching are the central focus of our core business. Our school provides a flexible, engaging and stimulating educational environment where our students are eager and excited to learn.

At Tempe Public School, we proudly celebrate the learning of all our students. We are dedicated to ensuring that we meet the educational, emotional and social needs of every student. Working with families to ensure every student feels connected, feel success and thrives in all they do.

“Education is a shared commitment between dedicated teachers, motivated students and enthusiastic parents with high expectations”- Bob Beauprez

Mrs Kylie Webber

Principal



EARLY STAGE 1



Mr Dickson
Assistant Principal
Early Stage 1 & Stage 1



Mrs Albanakis
K Jellie



Mrs Spelta
K Woo

STAGE 1



Mrs Przinova
1/2 Conolan



Miss Layton
1/2 Drew



Ms Vuki
1/2 Hoffman



Mrs Ko
1/2 Keenan
(Monday and Tuesday)



Miss Ryan
1/2 Keenan
(Wednesday-Friday)

STAGE 2



Miss Bru
Assistant Principal (Rel.)
Stage 2
3/4 Sawyers



Miss Talbot
3/4 Everett



Miss Autard
3/4 Carson



Mr Katon
4/5 Kahn

STAGE 3



Mrs Tonpi
Assistant Principal (Rel.)
Stage 3
3/4 Sawyers



Mr Vrahnos
5/6 Phillips



Mrs Tory
5/6 Shakeshaft



Mr Katon
4/5 Kahn

SUPPORT STAFF



Mrs Cuk
Assistant Principal
Curriculum & Instruction
(Monday – Wednesday)



Mrs Vaitaiki
Assistant Principal (Rel.)
Learning Support



Ms Peacock
Creative and Performing Arts
Teacher
(Monday – Thursday)



Mrs Costello
Library
(Tuesday – Thursday)



Ms Stucki
Learning Support



Mrs Tringas
Learning Support
(Tuesday and Thursday)



Miss Ryan
Learning Support
(Tuesday)



Mrs Ko
Enrichment
(Wednesday)

SASS STAFF

Our professional and dedicated staff who work in our front office and behind the scenes.



Mrs Rosita Severino
Business Manager /
School Administration Manager



Mrs Jenny Fierro
School Administration Manager /
School Administration Officer



Mrs Joanna Misomikes
School Administration Officer

CLASSES FOR 2023

Our classes have been inspired by the 20th Anniversary of the Australian Local Hero Awards. We celebrate these individuals in 2023 by naming our classes after them.

Stage	Teacher	Days	Class Names	Supervisor
Early Stage 1	Melissa Spelta	Full Time	K Woo	Craig Dickson
	Elena Albanakis	Full Time	K Jellie	
Stage 1	Vanessa Przinova	Full Time	1/2 Conolan	Craig Dickson
	Sonia Layton	Full Time	1/2 Drew	
	Angela Vuki	Full Time	1/2 Hoffman	
	Christy Ko Louise Ryan	Monday – Tuesday Wednesday – Friday	1/2 Keenan	
Stage 2	Julia Talbot	Full Time	3/4 Everett	Stephanie Bru
	Ashleigh Autard	Full Time	3/4 Carson	
	Stephanie Bru	Full Time	3/4 Sawyers	
	Daniel Katon	Full Time	4 Kahn	
Stage 3	Daniel Katon	Full Time	5 Kahn	Dianne Tonpi
	Dianne Tonpi	Full Time	5/6 Kariuki	
	Jake Vrahnos	Full Time	5/6 Phillips	
	Jessica Tory	Full Time	5/6 Shakeshaft	

SCHOOL PROCEDURES

School Term Dates

- Term 1** Friday 27th February, 2023 – Thursday 6th April 2023
(Friday 27th February, 2023 – Monday 30th January SDD)
- Term 2** Monday 24th April, 2023 – Friday 30th June, 2023
(Monday 24th April, 2023 SDD)
- Term 3** Monday 17th July, 2023 – Friday 22nd September, 2023
(Monday 17th July, 2023 SDD)
- Term 4** Monday 9th October, 2023 – Tuesday 19th December, 2023
(Monday 18th December – Tuesday 19th December, 2023 SDD)

School Hours and Bell Times

The first morning bell will sound at 8.55am. On Monday morning students will line up in their class lines for a morning assembly. For all other days, students will forward off to their classrooms. All students are expected to be punctual to class and ready to begin promptly at 9.00am. The gates will be locked at 9.10am and any student who arrives late, must enter the school via the front office and be signed in and receive a late note to hand to their class teacher prior to attending class.

8.55am	First Bell
9.00am – 11.00am	Session 1
11.00am – 11.30am	Lunch: Children have the opportunity to participate in play within the various inbound areas on the playground where they are supervised by teachers and are expected to adhere to our PBL expectations of being safe, respectful and responsible.
11.30am – 11:45pm	Eating Session: Children eat their lunches with their teachers upon returning to their classrooms.
11:45pm – 1:45pm	Session 2
1:45pm – 2.15pm	Recess: Children have the opportunity to participate in play within the various inbound areas on the playground where they are supervised by teachers and are expected to adhere to our PBL expectations of being safe, respectful and responsible.
2.15pm – 3.00pm	Session 3

Student Supervision

Our school gates open from 8.35am and students may enter through any of our gates. There will be a teacher supervising our playground from 8.40am. It is important that students remain on the playground in the designated play areas for the morning. These areas include the Basketball Court and Abbey's Garden. Please be aware that the playground equipment is **not open before or after school**. Students must also hand in their mobile phones to the front office before the first bell at 8.55am. Any arrivals after 9:00am will need to be signed in at the office and receive a late note to hand to their class teacher prior to attending class. All students are expected to be punctual and to be ready to begin learning promptly at 9.00am.

During all break times students are supervised by teachers whilst on the playground. Teachers who are on duty wear a fluorescent vest so that students can quickly identify them on the playground should they need assistance. After school, all students must be picked up promptly from the school gates. Teacher supervision of your child will end at 3.15pm from the school gates. Should you be late picking up your child, they will be directed to the office or be signed into the OSCH Program where a fee will be charged. If it is too wet or hot for the students to play outside, teachers on duty will share the supervision of the students in classrooms. Students are not permitted to be in classrooms when the teacher is not in attendance.

Absence from School

Regular school attendance is essential for the overall development of children and their learning. Once enrolled in primary school, your child is expected to attend school every day of each term. It is important that children develop regular attendance habits at an early age. Children who are regularly absent from school are at risk of missing out on learning the basic building blocks in subjects, and may experience long-term learning difficulties. Where possible, parents are asked to schedule appointments for their child out of school hours. If your child is absent from school, the Department of Education requires you to supply an explanation of that absence to the class teacher. This can be done via email or phone call to the front office or via Class Dojo. Early indication of absences is appreciated as often special programs for the class or group may be planned. If your child has an infectious disease, it is important that they remain at home until they are well enough to attend school. They will require a medical certificate indicating that they can return to school.

Sometimes it may be necessary for parents to take children from school during the day. On such occasions, advance notice is appreciated and arrangements must be made for the collection of the child from school. Under no circumstances may a child be collected from school during school hours without notification to the office. The child must be signed out at the office by the person collecting the child prior to the child being collected from the classroom. In the interest of overall safety, it is school policy not to allow students to leave the school grounds alone, other than at the end of the day. Please note: Children WILL NOT be released to any adult who is not on our system as either a primary or emergency contact without consent from parents.

School Office Hours

The operating hours of our school office are from 8.30am till 3.30pm. Should you have any queries, please contact our administration staff who are always willing to assist you. Please contact us via email: emailtempe-p.school@det.nsw.edu.au or by phone on (02) 9558 3780.

Before and After School Care Program (Term 1)

CAMP AUSTRALIA provides a safe, inclusive, well supervised OOSH program which cater for children's physical, social, cultural and emotional needs.

Operating Hours:

Before School Care: 7.00am – 9.00am

After School Care: 3.00pm – 6.00pm Vacation Care: 7.30am – 6.00pm

Contact: 1300 105 343

**Your
OSHC.**

Your OSHC – OSHC that inspires

Your OSHC is Camp Australia's before school, after school and pupil free day program, tailored to the likes and interests of each child in service. Camp Australia's educators design enriching experiences to inspire your children's confidence, independence and imagination. In any one week, they could be participating in science experiments, active play, creative expression and more - they believe in learning through experience so that each child can grow.

Payment Packages

Each term, a payment package will be sent home outlining the payments due to cover additional activities, e.g. excursions or programs, for the term. Please sign the permission notes and pay by the due date. Parents now have the option of paying online. If preferred, cash is still accepted and needs to be placed in an envelope clearly labelled with your child's name, class and returned to the classroom teacher. In Term 1, the payment package includes subscription fees (see Online Subscriptions) as well as the IT Levy and voluntary contribution.

Voluntary Contributions

Like all NSW public schools, we can request contributions to enhance our educational and sporting programs including elective subjects. School contributions help provide additional educational resources for the benefit of students. Payment is voluntary.

Financial Support

If you are unable to pay school contributions because of financial hardship, you may be eligible for assistance from the school. Our principal will ensure no student or family suffers any discrimination or embarrassment over the inability to pay school contributions.

You can access further information here: [Voluntary School Contribution Policy](#)

School Canteen

All canteens in NSW public schools must meet certain requirements. These include providing more healthy food and drink options to make the healthy choice an easy choice for students. Tempe Public School's canteen provides healthy and affordable meals for our students 5 days a week. Parents can now order school lunches online using the **Flexischools App**. Please be aware that all orders must be submitted by 9am at the latest on the day. Also, lunch orders can still be placed before school starts directly at the canteen.

Set up your account

1 Download the Flexischools App

Note: for iPhone and iPad please select 'Allow' notifications.

2 Login/Register

- **Already a Flexischools user** – Enter your details and login. To save your login details select 'remember me'.
- **New Flexischools user** – Click '**Register**', enter your email address and follow the instructions in the email to set up your account. Once your account is set up, add new student; search for their school, enter student details and select their class.

3 Top Up Your Account

To make ordering fast and simple, you can set up automatic top ups in your '**User Profile**'.

Order

1 Place your Order

- In the Flexischools App, click 'Order food' at the top of the homepage.
- Select which student you would like to place an order for.

2 Make your Selection

- Choose which service you would like to order for.
- Choose which date to order.
- Select the items you wish to order.

3 Make Payment

- When you have finished adding items, click 'Confirm order'.
- Select your payment option and complete payment to place your order.



10 years supporting the school community



Committed to healthy eating



Over 1,500 happy schools

flexischools

School Uniform

The Tempe Public School uniform is exclusively sold through the Pickles Marrickville Retail Outlet and online (picklesschoolwear.com). Orders placed via the website can take up to 7 working days to be delivered depending on stock availability.

In the checkout cart please find the following options for your order to be delivered:

Free delivery to classroom: Online orders can be delivered to your child's classroom, free of charge. We deliver to the school each Friday.

Pick up in store: If you wish to pick up your online order from our Marrickville Store, please state in the comments box when you are placing your order.

Postage delivery: Alternatively, orders can be posted to a nominated address for a small fee.

Marrickville Retail Outlet

Monday 9:30am to 5.00pm

Tuesday 9:30am to 5.00pm

Wednesday 9:30am to 5.00pm

Thursday 9:30am to 6.00pm

Friday 9:30am to 5.00pm

Saturday 9.00am to 1.00pm

Location

Pickles Schoolwear Marrickville

Cnr Saywell & Fitzroy St Marrickville.

TEMPE PUBLIC SCHOOL UNIFORM

Summer Uniform



Winter Uniform



Jumpers, Bags and Accessories



Shoes

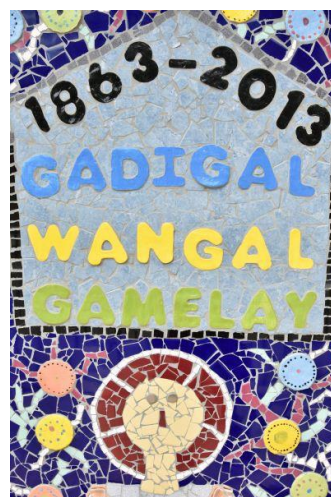
All students are expected to wear black school shoes and comfortable running shoes on their allocated sport days.

Lost Property

Tempe Public School does not have a lost property box. All students must have all their belongings labelled with their full name and class to prevent them being misplaced or lost. Students are expected to take responsibility of their own belongings.

Sport Houses

At Tempe Public School we have three sport houses, they are Wangal (yellow), Gamelay (green) and Gadigal (blue). Once students enrol, they are allocated a sport house where they can earn points during sport carnivals and through the whole school PBL system. Each sport house has two Sports House Captains and two Vice Captains from Year 6.



STUDENT HEALTH, WELLBEING AND SAFETY

Student Health

Students should not be sent to school if they are unwell. A student who is ill is unable to fully participate in school activities and may pass on infection to other children and staff. A First Aid Room is available for students who become unwell during the day, but this is a very limited facility. The school will contact parents to collect unwell students.

In accordance with advice from NSW Health, parents and carers are reminded **NOT** to send children to school if they are unwell, even if they have the mildest flu-like symptoms.

NSW Health has requested that schools encourage anyone who is unwell or has even mild flu-like symptoms, to arrange to be tested through their local medical practitioner or one of the [COVID-19 clinics](#).

Students with flu-like symptoms will need to be tested and provide a copy of a negative COVID-19 test result and be symptom-free before being permitted to return to school.

Students who do not undertake a COVID-19 test will not be permitted to return to school for a 10-day period. Additionally, they must be symptom-free for at least 3 days prior to returning to school.

Anaphylaxis and Allergies

If a child has a known food allergy which is likely to cause an anaphylactic reaction parents are required to complete and update an Anaphylaxis Management Plan each year. The Anaphylaxis Management Plan must be discussed with the Principal or Assistant Principal and all medication including an EpiPen must be supplied by the parents. Parents are also required to provide the school with an Anaphylaxis Action Plan developed by the student's doctor. The Anaphylaxis Action Plan must also be updated annually or sooner as required.

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are nuts, eggs, cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medications.

The school has a policy, and procedures in place, to minimize the risk of a child having an anaphylactic reaction at school. Parents/guardians need to be aware, however, that it is not possible to achieve a completely allergen-free environment in any service that is open to the general community. Parents should not have a false sense of security that an allergen has been eliminated from the environment. Instead, the school will work with parents and students to put in place a range of strategies to minimize the risk of a child being exposed to the allergens at school.

Due to the life threatening nature of the condition, food containing the potential triggers for an anaphylactic reaction must be kept away from children while at school. We ask that no foods containing sesame or nuts as an active ingredient be brought to school by any student. This means food such as raw egg, loose nuts, peanut butter, muesli bars, Nutella or biscuits, chocolate or cakes containing nuts or sesame as an ingredient should not be part of any student's snacks or lunches at school. Parents are required to support this risk minimisation strategy.

It is also important that you discuss with your child that food brought from home should not be shared with other children at school.

More information can be found in the ASICA Guidelines for Prevention of Food Anaphylactic Reactions in Schools which can be downloaded from ASCIA website: www.allergy.org.au or Education Department website:

<http://www.education.vic.gov.au/childhood/parents/health/Pages/anaphylaxis.aspx>. Members of staff have received training in Anaphylaxis and in the use of an epi-pen.

Medical Details and Emergency Contact Information

It is essential for the school to have accurate information on each student's medical details and telephone contact numbers. Please assist in keeping these records up to date.

Essential information:

- All medical conditions your child has which the school needs to be informed about.
- Home address and telephone number for the student.
- Workplace telephone number for each parent / carer.
- Mobile telephone numbers.
- Doctor's name, address and telephone number.
- Name and telephone number of other people who can be contacted to assist in an emergency, if parents cannot be reached.

Medication

If it is necessary for your child to have medication at school, parents need to:

- Provide written consent to the School Office
- Clearly label the medication with your child's name and
- Hand both the written consent and medication to office staff.

Medication will otherwise not be administered. Under no circumstances should students personally keep medication at school, unless this is Ventolin. For any prescription medications, you need to provide written direction from a medical professional. Prescription medication must be provided in the original packaging.

The administration of prescribed medication in schools is carried out by staff who volunteer and who are trained. Except in an emergency, only individual staff members who have volunteered and been trained will administer prescribed medication to students.

Sun Safety

The school encourages responsible attitudes towards protection from the sun's harmful UV rays. In accordance with this, all students are expected to wear sun smart hats during Term 1 and Term 4. Those students without hats will be required to remain in the designated shade areas at all times when outside for lessons and/or break times.

Mobile Phones

Parents who wish to supply their child with a mobile must ensure that their child signs it into the front office in the morning, prior to the commencement of school and sign it out at the end of the school day. Under no circumstances should any student have their phone with them throughout the school day. All emergency calls for students should be made directly to the front office.

Student Wellbeing

Wellbeing is subjective to each individual and can be described as the quality of a person's life which combines feeling good and functioning well (Department of Education and Communities, 2015). Wellbeing needs to be considered across several domains including cognitive, emotional, social, physical and spiritual wellbeing.

- Cognitive wellbeing is associated with achievement and success. It includes how information is processed and how judgements are made. It is also informed by motivation and persistence to achieve. Cognitive wellbeing is important for attaining knowledge and experiencing positive learning.
- Emotional wellbeing relates to self-awareness and emotional regulation. It includes how well we cope, and is often reflected by the level of a person's resilience. Emotional wellbeing is in part informed by our capacity for self-reflection.
- Social wellbeing includes the extent to which we experience positive relationships and connectedness to others. It is important for social behaviour and our empathy towards others.
- Physical wellbeing is associated with the extent to which we feel physically safe and healthy. It includes nutrition, preventative health care, physical activity and physical safety and security. Physical wellbeing enables positive health outcomes.
- Spiritual wellbeing relates to our sense of meaning and purpose. It can include our connection to culture, religion or community and includes the beliefs, values and ethics we hold.

At Tempe Public School these domains are addressed through programs such as PBL lessons, PBL ethos, PBL practices, PBL Reward Events, Growth Mindset lessons, Assembly Awards, Presentation Days, Drug Education, Child Protection lessons, Personal Development & Health programs, SRC, Scripture and Ethics lessons, STEAM program and Social Innovation Projects. By educating our students through these programs we are able to promote a positive wellbeing system.

Classroom teachers have their own reward system, as required, to suit the specific needs of their classroom and students. This system requires both verbal and written praise which aims to increase intrinsic motivation as the year progresses.

At Tempe Public School we endeavour to provide a positive, happy and safe learning environment in which all students apply themselves to learning and develop positive social behaviours and problem solving skills. In turn, our students will be expected to contribute to their own wellbeing, the wellbeing of their peers and the collective wellbeing of their communities. In doing so, students will become active and positive contributors to the society in which they live.

(Tempe Public School Wellbeing Policy, 2018)

Permission to Photograph and Publish Images of Children

When a student is enrolled, the school will seek permission from parents for the school to take photographic images of children in school related activities. These images may then be used in our newsletter, on our website or in school promotional materials. Additionally, permission to publish student work samples will also be sought. Parents are also not permitted to take photographs or videos of children other than their own.

Under new guidelines from the Department of Education parent consent is required for students to access the many online educational platforms that we use. These online platforms form an integral part of our teaching and learning programs.

Positive Behaviours for Learning

Tempe Public School is a Positive Behaviour (PBL) which focus on our school values of being respectful, responsible and safe. The PBL program aims to provide students with a supportive learning environment which develops the skills, understandings, attitudes and strategies to improve wellbeing. These skills include resilience, assertiveness, decision making, problem solving and leadership. Students participate in fortnightly PBL lessons in class. These lessons aim to promote positive behaviours for learning in targeted learning environments. Students are rewarded with Tiger Tokens for demonstrating positive expectations in and around the school. When required, students are re-taught and are redirected with the school PBL expectations.

As students collect their Tiger Tokens, they are placed towards sport house points (Wangal, Gadigal and Gamelay). They are counted by our school Sports Captains fortnightly and points are updated on the Sport House scoreboard in the hall and children are given a virtual update online. At the end of each term, the house with the most points participates in an end of term PBL rewards party.



For further information, please refer to the PBL matrix on the Tempe Public School website.

PARENT AND COMMUNITY INVOLVEMENT

School Council

The P&C Association consists of volunteers who are parents at the school and who are members of the local community who want to support the school. Currently, the P&C Association continue to meet via Zoom.

Parents/caregivers are encouraged to attend the meetings to find out about school events and have a voice in the school's affairs. The P&C play an active role in Fundraising events for much needed resources.

New parents are always welcome. All communication with the P&C can be conducted via the Canteen Staff. You can request to join to the Tempe P&C Facebook.

School Communication with the Community

At Tempe Public School, we understand the importance of having continual communication with our parents and community. You can stay up to date with school information by visiting our school website, signing up for e-news (instructions are on our website). In addition to this, we also have a range of social media platforms that we use. Please feel free to sign up or join any of our social media platforms below:



Reporting to Parents

Schools undertake a range of student assessment and reporting activities to inform and support student learning. Assessment is the ongoing process of gathering, analysing and interpreting, using and reflecting on data to make informed and consistent judgements about learners' progress and achievement to improve learning.

Reporting communicates comprehensive information about student learning and achievement in different forms to a range of audiences for a variety of purposes. We provide parents with a student report at the end of each semester (Terms 2 and 4).

If, at any other time, you wish to discuss your child's progress with the classroom teacher, an appointment time can be arranged via email to the front office. If you have any other concerns or enquiries, please contact the front office to make an appointment with the Principal or Assistant Principal for the appropriate Stage Supervisor.

Wholes School Assemblies

There are 2 whole school assemblies that will take place in Term 1:

Week 5: Friday 24th February, 2023 at 9.15am in the morning.

Week 10 Friday 31st March, 2023 at 9.15am in the morning.

We also have fortnightly, stage assemblies with our students in recognition of their academic and PBL achievements.

Newsletter

Our fortnightly Newsletter provides a forum for students, teachers, parents and others in the school community to present items of common interest. The newsletter is published fortnightly on Thursdays. The newsletter always contains upcoming events and important information about school activities.

Dojo (Communication)

All classroom teachers have Dojo available as an open line of communication with parents. Currently the Department of Education has recently updated the Third Party Applications policies and procedures, therefore all parents will receive a new parental consent form in order to be able to commence use of any third party applications. Once you have provided your child with permission, the classroom teacher will provide your child with the relevant documentation in order for you to download the app and join your child's class dojo.

STUDENT PROGRAMS

Student Representative Council (SRC)

The Student Representative Council is made up of student representatives from each class who have been elected by their peers. Student Representative Councillors meet regularly and have input into many decisions that are made in the school. The Student Representative Council is able to present concerns and recommendations to meetings of School Council. They also raise funds for Charity or to purchase equipment/games for the school.

School Religious Education (SRE)

SRE classes on offer at our school include Catholic, Protestant and Greek Orthodox. Students who do not attend one of these groups will attend "non scripture" where they will do passive activities such as reading, drawing or listening to stories. Parents can change the group their child attends by contacting the front office.

Ethics Program

Students have the option to attend Ethics classes during SRE on Tuesday afternoon. This option is on available for their stage should there be enough Ethics teachers available to teach the lessons.

Enrichment Program

At Tempe Public School, we offer an Enrichment Program for a selection of students, across all stages. This provides students with an opportunity to participate in Project Based Learning for one allocated session per week. In Project Based Learning, students learn actively by engaging in real-world and personally meaningful projects. Through these projects we hope to offer students the opportunity to develop their higher order thinking and research skills in a smaller group setting.

Students chosen for this program have displayed an aptitude for problem solving, a keen interest in pursuing research of class topics at a deeper level and an ability to think laterally.

By undertaking both independent and collaborative tasks in the lessons, we hope to enable the students, to develop strategies for persevering with difficult problems and promote creative ideas.

Groups will be revisited at the end of each term and may change, thereby allowing other students the chance to participate.

Library

All students will participate in the library program for approximately 45 minutes to an hour, once a week.

Physical Education

In addition to stage and/or class sport, all students will also participate in the Athletics Program provided by Dance Fever Multisport for an allocated session every Thursday.