



INFORMATION BOOK

Robertson Public School

02 4885 1284 | www.robertson-p.schools.nsw.gov.au

47-53 Hoddle Street, Robertson NSW 2577



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TRUTH HONOUR COURAGE

At **Robertson Public School**, we pride ourselves on fostering children that are;

- playful and innovative
- collaborative
- passionate and caring
- resilient and persistent, and
- curious learners.

We work with children to develop creative, mindful and selfmanaging learners using high possibility classrooms with quality learning programs.

WELCOME

Proudly serving the Robertson community for close to 150 years. We value and continuously strive to build upon this partnership of students, parents and teachers.

We value our connection with the Robertson community and encourage community partnerships, communication and engagement in our school.

ENROL WITH US

A GREAT CHOICE FOR YOUR FAMILY

We welcome and encourage all families interested in Robertson Public School to book a tour with the Principal. Come and see all the wonderful, engaging and unique learning opportunities that Robertson Public School offers.



starting KINDERGARTEN

Children who turn 5 on or before 31 July may commence school at the beginning of the school year. It is necessary for documentaion of the child's age and evidence of immunisation to be presented before a child can start school.



required DOCUMENTATION

- **Birth certificate and identity documents**
- **Proof of address**
- **Immunisation certificate**
- **Transfer certificate** (if transferring from another government school)
- **Court order** (if applicable)



join our COMMUNITY

We hold strong ties to the Robertson community and we encourage community partnerships and engagement between the school and the community. Our P&C is actively involved in our school.



find out MORE

Please feel free to contact our school office on 02 4885 1284 for an enrolment application and to arrange a tour of the school.

INFORMATION

ABOUT OUR SCHOOL

We offer regular updates
for parents on our
Skoolbag app

SCHOOL DETAILS

Robertson Public School

47-53 Hoddle Street

Robertson NSW 2577

www.robertson-p.schools.nsw.gov.au

Postal address:

PO Box 3121

Robertson NSW 2577

Phone: 02 4885 1284

Fax: 02 4885 1119

Email: robertson-p.school@det.nsw.edu.au

Facebook: [Robertson Public School](https://www.facebook.com/RobertsonPublicSchool)

STAFF

Principal: Mr Gordon Parrish

Assistant Principal: Mrs Kristen Wilson

School Administrative Manager: Mrs Jill Fairbrother

School Administrative Officer: Mrs Janelle Bain

Classroom Teachers:

Miss Megan Field

Miss Georgia Finlayson

Mrs Erin Griffith

Mrs Rachael Hanson (RFF teacher)

Mrs Heather Keat

Mrs Jan Newey (Librarian)

Mrs Lisa Noble (Support teacher)

Mrs Natasha Norton

Mrs Catherine Roodenrys

Mrs Kristen Wilson



SCHOOL TIMES

8:30am	Teacher on morning duty
9:00am - 10:50am	Morning learning session
10:50am - 11:30am	Lunch
11:30am - 1:30pm	Middle learning session
1:30pm - 2:00pm	Recess
2:00pm - 3:00pm	Afternoon learning session

SCHOOL TERMS

School development days are the first day of Terms 1, 2 and 3 and the last two days of Term 4. School development days are used to update staff knowledge of best practice, as well as to develop policy and teaching plans. The school staff appreciates the assistance of parents in supervising their children on these days.

For NSW Government schools' term dates visit:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/calendars>

SPECIAL PROGRAMS



THE ROBERTSON DIFFERENCE

At Robertson Public School, we offer unique educational programs that aim to expose our students to a wide range of extra curricular experiences.



BAND

Our school boasts a highly valued Band that utilises our purpose built Music Room. Rehearsals take place each Monday afternoon from 3:15pm - 4:00pm under the direction of the Assistant Principal and Music Tutor Mrs Kirrily Horton.

The band performs at each Whole School Assembly and is regularly invited to perform at various local events.



EXTRAVAGANZA

Our school showcases our love of the performing arts at the end of Term 3 each year. Held in the Robertson School of Arts Hall, all students work in class groups to prepare an item based around an annual theme.

Families and the community are invited to attend a matinee and/or evening performance. Tickets are available for each concert for a small admission fee.



GARDENING CLUB

This community minded program encourages everyone involved to learn how to live sustainably and grow their own food.

The Gardening Club is available to students, teachers, parents and community members who all share a love of gardening in our purpose built vegetable gardens. Activities include raising seeds, plant care, harvesting, soil management, composting methods and weeding.



BREAKFAST CLUB

We want to encourage every child to arrive at school prepared and ready to learn. A nutritious breakfast every morning helps meet this goal.

Our Breakfast Club operates every school morning from 7:45am - 8:30am in the Breakfast Room. Students are given cereal, toast, juice or Milo for a fee of \$5 and do not have to book in advance.

Interested parents should see the school office for consent forms and further information.

A-Z

OF GENERAL INFORMATION



ANNUAL SCHOOL EVENTS

Follow us on Skoolbag

Dates for school events are updated regularly on our website and Skoolbag app. An indication of when some of our annual school events usually occur is listed below.

Term 1	Meet the teacher Cross country	Swimming carnival School photos
Term 2	NAPLAN Semester 1 reports	Athletics carnival
Term 3	Education Week Extravaganza	Book week 3 way conferences
Term 4	Kindergarten orientation Semester 1 reports School socials	School swimming scheme Presentation assembly Year 6 farewell



ASSEMBLY

Everyone is welcome to attend our school assemblies

School assemblies are held in the School of Arts Hall next to the school twice a term. These assemblies start at 2:00pm and the classes take turns at presenting an item.



ATTENDANCE

Regular and prompt attendance at school is mandatory

Students who are late to school are required to be signed in at the front office by a parent/carer before proceeding to class. All partial attendance is recorded and monitored by the school.

If your child is required to leave school early, parent/carers are required to sign your child out from the Administration Office before proceeding to the classroom.

Any absences from school are required to be explained within 7 days by providing written or electronic explanation to the class teacher. An absentee booklet will be provided for each family at the start of the school year. It can be replaced when necessary.

Students intending to be absent for an extended period of time (except for sickness) must apply for leave from the Principal.

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AWARDS

We celebrate classroom learning and achievements

Awards are presented each Friday at our daily assembly where teachers give out an academically focused class merit award. The reward system is cumulative with higher levels of achievement presented to students at Whole School Assemblies.

3 class merit awards	1 Sapphire award
3 Sapphire awards	1 Ruby award
3 Ruby awards	1 Diamond award

Positive Behaviour for Learning awards

Students have the opportunity to achieve rewards consistent with positive and appropriate student behaviour in our school. This reward system is a cumulative system as detailed below;

15 class stamps	Bronze wristband
30 class stamps	Silver wristband
45 class stamps	Gold wristband and afternoon tea with the Principal
60 class stamps	Platinum certificate at Presentation Assembly



BUS TRAVEL

Travel safely to and from school

All Kindergarten to Year 2 students are entitled to a bus pass if needed. Year 3 to 6 students must live more than 1.6 kilometres from the school to be eligible for a free bus pass.

For bus timetables and bus information, please contact Grant and Marianne Pointing on 02 4885 1403.



CANTEEN

A not-for-profit P&C initiative

Our canteen operates during lunch and recess and provides healthy and nutritious options that meet the latest Healthy School Guidelines. Our P&C run canteen is operated through the kindness of volunteers. Volunteers are always welcome! Please contact the office to volunteer your time.

Orders, name and class are to be written on the outside of a lunch order bag. Please place the correct money inside the bag as no change can be given. Deposit lunch orders into classroom baskets each morning before 9am.

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CHANGE OF DETAILS

We need the most up to date details

It is important that we have your most up to date details on file to best support the students. If your contact details or family information has changed, please collect and complete a change of details form from the office. Other information relevant to your child such as medical information, court orders and access requirements can be discussed with the office, and if required, the classroom teacher.



COMMUNICATION

Our school communicates with the community through a range of platforms

Staff frequently provide updates on students learning and events through the School's Skoolbag app, Facebook page and website. These platforms are an excellent tool to showcase the amazing achievements of our students and provide real time updates for families. We pride ourselves on our capability to share with families and the community what happens at our school.

We strongly recommend that you install the Robertson Public School's Skoolbag app onto your phone. We use this app to quickly provide reminders, updates and emergency information. Signing up to this app will ensure you stay up to date and allow an ease of access to information about school events, as well as access to the school newsletter. It is advised to allow push notifications in order to be notified when an alert is sent.



COUNSELLOR

Assisting students with learning, social or behaviour issues

The school counsellor is a person who is specially trained in psychology. The school counsellor is at our school one day per week. Referrals to see our counsellor should be made through the class teacher or school office.



EMERGENCIES

Safety is key

In the case of an emergency, the school will respond according to its Emergency Management Plan. If the need arises for an offsite evacuation, the school will relocate to Caalong Street. Onsite evacuations assemble in the playground.

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Our school motto of **truth, honour and courage** embodies the values that we hope to foster within every student.



ENROLMENTS

Robertson Public School: A strong and united community

Children may enter Kindergarten at the beginning of the school year if they turn 5 on or before 31 July in that year. Application forms for enrolment are available at the office and should be returned to the school in the year prior to school entry, with documentary evidence of age, address and immunisation records.

We welcome and encourage all families interested in Robertson Public School to book a tour with the Principal. Come and see all the wonderful, engaging and unique learning opportunities that Robertson Public School offers. Please contact the office to discuss your child's enrolment on 02 4885 1284.



FINANCIAL CONTRIBUTIONS AND ASSISTANCE

You may be eligible for financial assistance

There are some costs associated with going to school that you may find it helpful to plan and budget for. These include uniforms, school books and equipment, excursions and co-curricular activities. If you are experiencing financial difficulties, please contact the office as soon as possible (before the due date). All applications for financial assistance are kept strictly confidential.

A \$40 resource fee per student each year is required. This covers the cost of school provided classroom resources and materials that assist with learning.

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HEALTH ISSUES OR DISABILITIES

Help us to provide appropriate support for students

Parents are requested to ensure that the class teacher is notified of any issues that may impact on their child's health or learning, eg. severe allergies, asthma, hearing or vision impairment, speech difficulties etc. Please ensure that you provide the school with copies of health care, anaphylaxis or asthma plans.



LIBRARY

Our extensively resourced library supports student learning

All students have access to our library for lessons and borrowing. Students are encouraged to borrow books for personal reading. All children are required to have a library bag. Parents are asked to supervise the care of books taken home and to ensure that they are returned promptly.



LOST PROPERTY

Clearly label all clothing and personal possessions with your child's name

Misplaced clothing will be placed in the lost property box located in the hallway outside the Blue Room. At the end of every term, unclaimed property is either given to the Clothing Pool or to charity.



MEDICATION

If your child requires medication

Parents are requested to complete the authority form *'Request for support at school of a student's health condition'* in order for medication to be administered at school. This form is available at the school office. All medication is required to be in original packaging with expiry date and doctor's dosage displayed. Ideally, for long term medication, a letter from the doctor or specialist should be provided. If your child is required to carry their own asthma medication, please speak to the office.



MONEY COLLECTION

Preferred payment is by using the Parent Online Payment (POP) system

All payments for excursions, sporting activities etc. are to be deposited directly in the money slot in the office in a sealed envelope with your child's name, class and activity written on the envelope. Payment can be made by cash, cheque made out to Robertson Public School or through the Parent Online Payment (POP) system. POP can be accessed via the school website using VISA or MasterCard Credit or Debit details. For cash payments, the correct amount is necessary as change cannot be given. Please ensure that payments (with notes) are returned to school by the due date to avoid disappointment as late payments are unable to be accepted. Due dates are two days prior to the commencement of the event.

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NEWSLETTER

Showcasing amazing experiences at Robertson Public School

Valuable information about school activities is contained in the school's fortnightly newsletter and is our main form of regular communication. It contains important school news and information, a calendar of upcoming events, photos and community advertising for the benefit of local families.

It is available electronically via the Skoolbag app, or the 'Skoolbag' tab on the school website. Search 'Robertson Skoolbag' to download the app.



PARENT INVOLVEMENT

There are a number of ways parents can support their child's education

Parents are often asked to help out or join in different activities within the classroom such as listening to children read, helping out in maths, craft groups and more. Speak with your child's teacher to discuss how you can be involved. Parent volunteers are requested to complete Appendix 5 declaration (available from the office) and provide 100 points of identification in line with the Department of Education's Working with Children Policy.

Our Parents and Citizens Association (P&C) is a friendly, vibrant and hardworking organisation which provides opportunities for parents and community members to be involved with school life (see P&C for more information).

The P&C coordinate fundraising activities to support the school with resources and projects. P&C meetings are held in the library on Tuesday from 6:30pm in Weeks 3 and 8 of every term. Regular agenda items include Principal's report, fundraising, grants, canteen, Uniform Shop, project updates and more. Feel free to come along, meet some new people and find out how you can get involved.



POSITIVE BEHAVIOUR FOR LEARNING

The wellbeing of our students, staff and community is a priority

Positive Behaviour Learning (PBL) is an evidence based whole school process to improve learning outcomes for all students endorsed by the NSW Department of Education.

The school has identified Respect, Responsibility and Safety as three fundamental philosophies and corner stones in delivering clear expectations of behaviour at school. These philosophies guide all of our interactions and help to establish a school environment that promotes learning, cooperation and positive relationships.

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SPECIAL RELIGIOUS EDUCATION

Every Tuesday between 11:45am - 12:30pm

Scripture teachers from Catholic and Combined Churches give special religious education during this time. Ethics classes are also available. Non-scripture groups will be created in the event Ethics classes cannot run. To change scripture at any time, please submit your request in writing to the office.



SPORT

We value the importance of teamwork, cooperation and respect

Our extensive sports program, with a focus on skill development, prepares students for the successful participation in interschool competition and helps them continue an active healthy life. Students are provided with the possibility to be involved in a range of sporting opportunities.

To encourage participation and good sportsmanship, each child is included in a house group made up of students from Kindergarten to Year 6. To find out what house group your child is in, please speak with your child's teacher or contact the office.

Each year, our school sources additional activities from an outside provider for one term to complement current school programs.

Our current programs include but are not limited to

- In2Cricket
- Dance2bfit
- Gymnastics
- Hockey

SPORTS HOUSES

Belmore	Blue
Carrington	Red
Fitzroy	Green



STUDENT LEADERSHIP

Developing leadership skills

There are a number of ways students can become involved in leadership roles around the school.

These roles include;

- school captaincy
- a member of the school ministries
- peer support program



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We are committed to embracing technology to aid teaching and learning, and enhance student engagement.



TECHNOLOGY

We foster a collaborative and visible approach to learning

Our Bring Your Own Device (BYOD) program is part of our commitment to embracing technology. Our BYOD program assists to individualise learning with students in years 2-6. Our BYOD program increases independence and self-initiated learning in students and extend their learning beyond the classroom. Students who have their own devices have been found to take greater pride and ownership over their learning. Devices work in synergy with pen and paper to enhance student learning.



UNIFORM

Wearing the school uniform promotes a sense of belonging

All students attending our school are expected to be dressed in correct Robertson Public School uniform each day, including school hat. Wearing the school uniform promotes a sense of belonging for students and creates a positive identity for the school community.

Robertson can experience four seasons in one day, and so there is no set time for our uniform change from summer to winter. Please ensure that your child is appropriately dressed for the weather each day.

Uniform Shop

The P&C run Uniform Shop is located in a room inside the canteen.

Opening times

- Monday mornings 8:45am - 9:15am
- Friday afternoons 2:45pm - 3:15pm

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UNIFORM GUIDELINES

Girls uniform

Summer	Winter	Sport
Maroon check dress, or maroon skorts (cullottes)	Tartan pinafore with lemon blouse	Maroon shorts or maroon tracksuit
Lemon blouse	Maroon bootleg pants with lemon blouse	Sports polo shirt (maroon with gold stripe)
Maroon jumper or jacket	Maroon jumper or jacket	White socks
White socks	White socks or maroon tights	Joggers
Black shoes or all black joggers	Black shoes or all black joggers	School hat
School hat	School hat	



Optional items

- Maroon polar fleece lined raincoats
- Maroon beanies
- Maroon scarf
- Maroon school backpack

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UNIFORM GUIDELINES

Boys uniform

Summer	Winter	Sport
Grey shorts	Grey trousers	Maroon shorts or maroon tracksuit
Lemon shirt	Lemon shirt	Sports polo shirt (maroon with gold stripe)
Maroon jumper or jacket	Maroon jumper or jacket	White socks
Grey socks	Grey socks	Joggers
Black shoes or all black joggers	Black shoes or all black joggers	School hat
School hat	School hat	



Optional items

- Maroon polar fleece lined raincoats
- Maroon beanies
- Maroon scarf
- Maroon school backpack