Our vision is to create an inclusive learning environment with high expectations which enables students to become independent, successful lifelong learners.

At Punchbowl Public School:
😊 We are learners
😊 We are respectful
😊 We are safe

WELCOME TO 2015 from Ms. Manousaridis, Principal

Welcome back to Punchbowl PS for 2015.
A special welcome to all our new kindergarten students, preschool students, new students and their families.

Thank you to all the parents who have ensured that their children are in full school uniform, including black shoes and the school hat. Full school uniform promotes a positive image of our school and instills a strong sense of pride in our students and our community.

Thank you also to those parents who have ensured that their children have started the year with a pencil case and writing equipment. We also encourage you to send tissues with your child.

Positive Behaviour for Learning

Punchbowl Public School has an uncompromising focus on student learning.

We implement Positive Behaviour for Learning (PBL) which focuses on teaching, encouraging and promoting positive behaviour so teachers can teach and students can learn.

As the Principal of Punchbowl Public School I fully endorse PBL. By teaching positive behaviour skills in a culture of high expectations we are building a teaching and learning environment which promotes learning, respect and safety for students, staff, parents/carers and the community. We are preparing our students to be literate, numerate and socially responsible citizens of the future.
How can parents be actively engaged in their child’s education?

While it’s important to stay informed and to be involved in school activities where possible, parent engagement is mostly about what can be done at home.

When parents set high expectations, talk regularly about school and the value of learning, and encourage positive attitudes and respect for school and teachers, their children perform better.

Other things parents can do which have also been shown to have a positive impact are to read with their children, talk about what they are learning, and help them to develop strong work habits.

Staffing

Executive

Ms. R. Manousaridis        Principal (Pre-School and Special Education)
Mrs W. Sanderson           Deputy Principal (K-2)
Mrs S. Sheppard             Deputy Principal (3-6)
Mrs C Brandon              R/Assistant Principal (Kindergarten)
Mrs J Selby                 Assistant Principal (T/W/Th) (1/2)
Mrs K Morrissey            R/Assistant Principal (M/F) (1/2)
Mrs J Jedgpeth             Assistant Principal (2/3)
Mrs De Souza               Assistant Principal (5/6)
Mrs K. Melbourne           R/Assistant Principal (Support)

I would like to welcome our new staff and staff in new roles:

Mrs C Brisigotti           Instructional Leader
Mrs K Harley               Pre-School Coordinator
Mrs H. Kontakos            Learning and Support Teacher
Mrs D Arthur               Learning and Support Teacher
Mrs K Morrissey            Year 2
Mr N. Mikhail               Early Action for Success Teacher
Miss. T. Hing               Kindergarten
Mrs. S Shopovski           Year 1
Miss Azzi                  Year 2
Miss A Shield              Year 3
Mrs K Venkani              Year 4
Mrs C Marenghi            Early Intervention Centre
Miss D Georgiou            Pre-school
Mrs M Tsostras             Library
Mrs V Chapman              Library
Mrs Puntillo               RFF
Mrs Narayan                RFF/Reading Recovery
Mrs Weisback               Year 2
Mrs M Diamataris         School Learning Support Officer
Class formations

Classes have been formed by the teachers and executive staff based on a number of educational criteria. The classes may be changed in week 3, pending enrolments and educational factors raised by teachers.

Bullying

The school rejects all forms of bullying and harassment. The School Anti Bullying Plan which is posted on the school website www.punchbowl-p.schools.nsw.edu.au, outlines clearly the roles and responsibilities students, parents and the school, all have in managing this unwanted behaviour. Please ensure you discuss your child’s responsibilities in relation to this. If we are not aware of this behaviour we are unable to implement our policy and procedures. If you would like a hard copy please contact the office.

Home work


Assemblies

Assemblies will begin in week 6 on a fortnightly basis beginning with 3-6 in week 6 and K-2 in week 7. Parents whose students are leading the assembly and/or are receiving awards will be advised.

Contact details

Please ensure that you advise our office staff if your contact details including address, telephone numbers and emergency contacts have changed.

Only adults who are registered with the school are permitted to collect students during school hours.

School Newsletter (Punchbowl Press)

This will be issued at the end of week 4 and week 9 each term.

School Religious Education (SRE)

I attach information for your consideration.

Health conditions

Please advise our office staff if your child has a health condition which you have not previously advised the school about. This is particularly critical for students with anaphylaxis.
**Nuts at school**

Currently there are students enrolled at the school who have severe allergies to nuts. Please avoid sending food with nuts with your child to school. Also please remind your child that students are not permitted to share food at school.

**Student Attendance**

I attach information regarding student attendance.

**Early Arrivals**

I continue to be very concerned about the number of students who arrive at the school as early as 8.00 am.

The school’s supervision roster begins at 8.30 am. Parents and carers are legally responsible for the care and supervision of their children prior to 8.30. Please do not leave your child unsupervised at the school before 8.30 am.

We understand that many parents/carers have commitments at work which require them to leave before 8.30 am. Before and After School Care services operate in the community from 7.30 every school morning.

**Late Arrivals and Early Departures**

If students arrive late or need to leave early they are required to report to the front office.

Please ensure that your child arrives at school on time and leaves on time. Regular lateness interferes with their learning and that of the class and creates an unreasonable work load for our office staff who are required to record the lateness and provide notes for the teachers.

**Collection of students at the end of the day.**

It is the parents/carers responsibility to collect their child at 3.00 pm.

All K students must be collected by parents and carers or if arranged with the school an older sibling. All year 1 and 2 students are to be collected from the infants playground by parents and carers or if arranged with the school an older sibling.

All 3-6 students may leave the school at 3.00 pm unaccompanied by an adult unless alternative arrangements have been made with the school.

If students have not been collected by 3.10 they are escorted to the office where parents are contacted between 3.10 and 3.30 by office staff. This includes those students who are waiting to be collected on Rossmore Avenue. Parents and carers are required to attend the office to collect their children.

Road and parking rules

Parents and carers are responsible for abiding by road and parking rules in the vicinity of the school.

Smoking

Smoking is not permitted within 4 metres of a pedestrian entrance to or exit from the school.

Sick Children

Please do not send your child to school if he/she is sick as this requires the school to contact you so you can collect your child. It also means that the transmission of sickness is much more difficult to manage. The school’s policy is that parents and carers are required to take sick or injured children home.

Head Injuries

The school requires that parents of students who have had a head injury collect their child and seek medical advice.

Visiting the School

We encourage and value the interest that parents and carers take in our school.

It is very important however that when parents and carers visit the school while students are in classrooms learning, during recess and lunch, that they report to the office in the first instance. This serves two purposes. It reduces unnecessary interruptions to students’ learning and it ensures that the school is aware of who is on the school site. The safety of your children is our key priority.


Student and Staff Toilets

Only staff and students who are enrolled at the school are permitted to use the toilets. Parents attending the SaCC should use the toilets in the library. Please do not dispose of baby nappies in these toilets.

Providing feedback

There may be occasions when parents and carers wish to provide feedback to the school. Please ensure that you make an appointment with the staff concerned so that adequate time and privacy can be devoted to support you.


I need to remind you that under no circumstances do parents and carers have the authority to approach children who are not in their care to discuss matters of concern. If you have any
concerns about students who are not in your care, you are required to raise this with teachers in the first instance.

The school’s Visitor Access Policy explains the options for raising concerns and is posted on the school website www.punchbowl-p.schools.nsw.edu.au. If you require a hard copy please contact the office.

Payments for Excursions
These should be made in the post box outside of Mrs Sanderson’s office.

Lost Property

There was a huge amount of unclaimed lost property in 2014. The school’s policy is to donate all unclaimed lost property to the uniform pool or to a charity at the end of each term. Please ensure that you label your children’s property. Lost property is stored in the Community Centre.

Hats and Library Bags

These can be purchased at the office. Please ensure you have the exact money as the office does not hold change.

School fees

I attach the school fees letter for your action.

Thank you for working with our school to ensure that students continue to learn in a safe and happy environment. We are looking forward to another great year.

Ms. R. Manousaridis
Principal
29 January 2015