



**ALEXANDRIA PARK
COMMUNITY SCHOOL**



K-6 INFORMATION HANDBOOK



Community Opportunity Success



Alexandria Park Community School is on Cadigal Land

Welcome from the Principal

Welcome to Alexandria Park Community School,
a partially selective K-12 school offering a safe, caring and
responsive learning environment where students are challenged
to achieve their personal best.

As the proud Principal of Alexandria Park Community School (**APCS**), I am excited to welcome you to our great School. We are a dynamic inner-city learning community which caters for students from Kindergarten all the way to Year 12.

Our school has a proud past, dynamic present and exciting future. Located on Gadigal Country, our vision is to provide a culturally nourishing school, to pay respect and honour the traditional owners of the land and celebrate our diverse community in all aspects of school life.

Many of our students come from our local area. Others travel from across Sydney to enrol at our school to complete their primary education and Higher School Certificate. Our school prides itself on high expectations and respect, where students take responsibility for their learning. We cater to gifted and talented students through Opportunity Classes (**OC**) and selective stream classes as well as additional school programs.

We are proudly inclusive and offer a diverse range of academic endeavours, so all students have the opportunity to succeed in areas such as academic, sport, technology, creative and performing arts, public speaking and debating as well as a range of extracurricular activities including band and choir.

We are dedicated to providing outstanding learning experiences where every student is valued, challenged and grows.

Our innovative learning environment supports a professional community of collaborative practice, ensures a sense of belonging for students, staff, parents and learning partners and instils a sense of pride and inspiration to succeed in all. Our school is well-resourced and provides students access to the latest technologies and vocational educational facilities to enhance their learning. There is also a strong partnership with TAFE and Universities to provide meaningful post-school pathways.

We are proud of our authentic learning partnerships with students, parents, local businesses, educational providers, agencies and community and there is an expectation that students, staff, parents and community work together as a team to positively promote APCS in the local community.

Debra Lade
Principal



For our Elders



Uncle Terry Denzil is Alexandria Park Community School

Uncle Terry was a highly respected, and passionate Elder who worked relentlessly on behalf of his Community to ensure culturally nourishing schooling for over 30 years.

When Cleveland Street High School, Redfern, Waterloo and Alexandria Public Schools closed, Uncle Terry was the lead spokesperson who argued with the NSW government for the need for a school in the local area. As a result of his voice and leadership APCS was created.

After wide community consultation, recognition and honour was given to Uncle Terry when the school gymnasium was named after him.

For decades Uncle Terry shared his extensive knowledge and understanding of Aboriginal histories, culture and experiences of Aboriginal people with local schools, ensuring that school leaders, staff, students and parents have access to high quality Cultural awareness learning opportunities.

As a Cultural mentor to APCS Uncle Terry was the linchpin in forming relationships with local Aboriginal organisations and families ensuring that APCS had authentic programs. He supported an ongoing commitment to increasing knowledge and understanding of Aboriginal histories, culture and experiences of Aboriginal people.

Uncle Terry sought knowledge and permission from Cadigal man Shayne Beckham to work with the school leadership team to name school buildings and significant spaces. Uncle Terry was the visionary for a P-12 school, which could cater to the educational needs of the local communities of Redfern, Alexandria and Waterloo.

As a lifelong local resident, Uncle Terry's children attended APCS and Cleveland Street High School and his wife Lorraine worked for many years as a SAO at schools in the local area including Cleveland Street.

Uncle Terry's passion, drive and commitment to ensuring the highest quality public education for his local community at both APCS and Green Square School, was honoured in the 10th birthday celebrations of APCS when the indoor basketball arena was named in his honour, "The Denzil".

As a member of the Board of the Aboriginal Education Union, with close links to the Metropolitan Local Aboriginal Lands Council, Terry supported strong authentic links between the Aboriginal Community Organisations and APCS. Long-time coach of APCS basketball teams, his philosophy of sport brought students together regardless of skill level, cultural background or experience.

Uncle Terry will always be an integral part of our school, through his support of its students, staff and community members by talking to them passionately and honestly about the legacy being created and paying respect to traditional owners.

Meet the Executive



Debra Lade
Principal



Paul Keevers
PS Deputy
Principal



David Olsen
PS Deputy
Principal



Steven Marcos
HS Deputy
Principal



Jessica Garcia
Relieving HS
Deputy Principal

School Community Charter



School Community Charter

 **Collaborative. Respectful. Communication.**

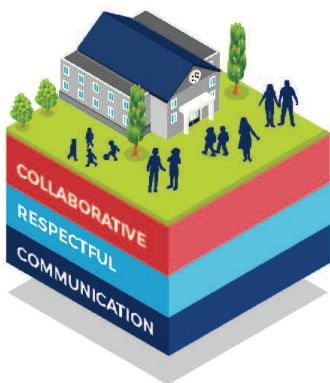
The following School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

What our schools provide

NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

The best education happens when parents and schools work together.

The School Community Charter aligns with the NSW Department of Education Strategic Plan 2018 – 2022.



Positive environments

It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- To be welcomed into our schools to work in partnership to promote student learning.
- Communication from school staff will be timely, polite and informative.
- Professional relationships with school staff are based on transparency, honesty and mutual respect.
- To be treated fairly. Tolerance and understanding are promoted as we respect diversity.

We treat each other with **respect**

We **prioritise** the wellbeing of all students and staff

Unsafe behaviour is not acceptable in our schools

We work **together** with the school

Ensuring respectful learning environments for all members of NSW Public Schools communities.

© NSW Department of Education

School Community Charter



We create
collaborative
learning
environments

We
all play
our part

We work
in partnership
to promote
student
learning

Communicating with our schools

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with up-coming events in the school community.

Our guide for parents, carers and students provides useful information about the complaints process:
education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students

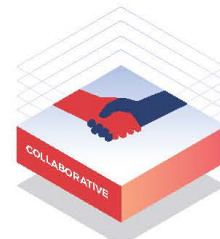
Respectful communication is a right

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.

Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.



**Collaborative.
Respectful.
Communication.**

School Community Charter

education.nsw.gov.au

Community Opportunity Success



Our School Purpose

Our Purpose is to prepare young people for rewarding lives as engaged citizens in a complex and dynamic society.

Our School Motto

Community, Opportunity, Success

Our School Vision

APCS is an innovative, inclusive, and culturally nourishing school that celebrates learning, belonging and diversity. We prepare students for successful futures by working in partnership with families and the wider community.

Opportunities and excellence are supported by our quality educational environment informed by collaborative pedagogical practice. High expectations are embedded in an inspiring learning culture in which every student is known, valued, and cared for.

Our School Values and Beliefs

ACCOUNTABILITY It's up to every one of us	• We take responsibility for decisions and outcomes. • We allocate and use resources efficiently and effectively. • We monitor and review performance to drive improvement.
EQUITY Lift people up	• We ensure that every student has access to high-quality public education. • We respect diversity and the views and contributions of others. • We treat people fairly.
EXCELLENCE Strive for the best together	• We have high expectations and we continually seek to improve ourselves and our work. • We strive to excel and invite the best ideas from everyone in and outside the Department. • We use and share evidence, research and data to underpin policy and practice. • We welcome collaboration and learning with others.
INTEGRITY Do what's right, every day	• We act professionally with honesty and consistently. • We communicate clear expectations. • We are transparent with information and our decisions.
SERVICE Students at the centre	• We are flexible, innovative, responsive and reliable. • We provide coordinated and aligned services to enhance teaching and learning. • We work openly in partnership with parents, communities and organisations.
TRUST Be what you say	• We build relationships based on transparency, honesty and mutual respect. • We support each other. • We respect other's expertise, experience and points of view and listen with an open mind.

Starting School

Enrolments

Children residing in the local area, as determined by the NSW Department of Education are given priority of enrolment. Non-local residents may also apply for enrolment by filling out an Out of Area form available at the office or on our website. On enrolment, you will be required to provide documents identifying the child's name, age, residential address, immunisation status and a written expression of interest outlining your reasons for seeking an out of area enrolment.

As per the Enrolment Policy, priority is given to:

- Children residing in the local catchment area;
- Siblings attending the school; and
- Children out of area with a relevant reason for enrolment at APCS as determined by the out of area enrolment panel.

Children are eligible to apply for enrolment in Kindergarten if they are five years old by the 31st of July, of the year in which they seek enrolment.

School Terms and Vacation Dates 2025

Term 1 – Friday 31 January – Friday 11 April
Term 2 – Monday 28 April – Friday 4 July
Term 3 – Monday 21 July – Friday 26 September
Term 4 – Monday 13 October – Friday 19 December

School Development Days

Every public school in NSW has five days allocated for School Development.

They provide the staff with the opportunity for professional development and exploration of Curriculum and Policy issues. On these days, students do not attend School. See the School website Events Calendar – www.alexparkcs-c.schools.nsw.gov.au/events.html for more information.

School Hours (including breaks)

Years K-6 – 9.00am-3.00pm
Years 7-12 – 8.40am-2.40pm

Before/After School Care

APCS has a dynamic before and after school care program operating from 6.45am-8.45am and 3:00pm-6:00pm, five days per week.

It operates in accordance with the standards and laws of Children's Services, Department of Education and the National Quality Framework and offers a range of activities for all students attending.

It is provided by Camp Australia. Please visit their website for more information – www.campaustralia.com.au or call 1300 105 343.



Attendance

NSW Department of Education

Why attendance matters

When your child misses school they miss important opportunities to:



Learn



Make friends



Build skills through fun



Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...

they miss weeks per year

and years over their school life

1 day per fortnight



= **4** weeks

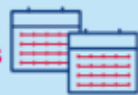


= Over **1** year missed

1 day per week



= **8** weeks



= Over **2.5** years missed

education.nsw.gov.au



Attendance

Regular Attendance

Regular attendance at school is essential if students are to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. Schools, in providing a caring teaching and learning environment, which address the learning and support needs of the students, including those with additional learning and support needs or complex health conditions, fosters students' sense of worth and belonging to the school community.

Absences

Regular attendance is very important. If children are absent for any reason they must bring a note, call the Administration Office (9698 1967) or e-mail the School (alexparkcs-c.school@det.nsw.edu.au), providing a reason for the absence.

Students arriving after the start of School day bell are required to collect a computer-generated Late Arrival Slip from the Administration Office.

Leaving School Early

Children cannot leave the School early without the permission of their parents. If your child needs to leave School early, a note must be given to the class teacher or Administration Office on the day, stating the time of departure and the name of the adult collecting the child. Students need to collect an Early Leaver's Slip from the Administration Office before leaving the School grounds.

Early Leaver Slips are required from the Administration Office if it is necessary to collect your child early from School before the final bell. These slips are to be handed to the class teacher. To apply for leave from School attendance for longer absences, like overseas trips, an Application for Extended Leave form is available from the Administration Office and needs to be returned and approved by the Principal.



Health, Wellbeing & Safety

Student Welfare

The School has an ethos of safety, respect and a positive learning environment for all members of the School community. This ethos informs explicit social skills lessons and a common language, under the Positive Behaviour for Learning (PBL) system. All School Policies are guided by an adherence to these values.

Buddies

To help our Kindergarten students have a positive start to School we use a buddy system, where each Kindergarten student is allocated their own Year 6 student buddy. The senior students form a relationship that lasts for the full Kindergarten year and often beyond. The sharing and helping is a feature of the ethos this School promotes.

Allergy Aware School

The School must be informed of any allergies a student has. Parents/Caregivers will need to provide the School with an ACTION PLAN from the Treating Doctor.

This Plan must contain the Doctor's signature, a current photo of your child, a summary of the allergy and the emergency procedures that need to be followed.

Immunisation

When enrolling your child at School, you will be required to provide an Immunisation Certificate, outlining the vaccinations your child has received. *The Public Health Act (1992)* stipulates that children without a certificate can be sent home if an outbreak occurs of a vaccine-preventable disease. Please see the appendix section for the NSW Department of Health Guidelines on Isolation of Infectious Diseases.

Injuries and Sickness at School

When children are injured or become sick at School, they are taken to the Sick Bay, which is located in the Administration Office.

First aid is administered if required, and children are monitored by the administrative staff. Parents are contacted by telephone and notified of their child's condition for all but the most minor of injuries. It is essential that the School has your current contact details.

Medications

Where possible, we ask that parents and carers speak to their Treating Doctor to prescribe medications that do not need to be taken during the School day. If administration of medication is required during School hours, forms are available from the Administration Office. Information required includes the child's name, name of the medication to be dispensed, dosage of medication and times of administration.

All medication brought to School for administration must be labelled with the child's name and given to the Administration Office staff. It is a safety risk for students to carry their own medication at School, unless it is documented in their Health Care Plan.

If your child requires regular medication administration, please notify the School – in writing, outlining the medical condition and medication requirements. Administration Office staff will remind parents when regular medications are running low.

Health, Wellbeing & Safety

Legal Requirements

- Students are not permitted to bring to School or School activities cigarettes, tobacco, alcohol or other drugs, except those prescribed by their Treating Doctor.
- Any prescribed drug must be registered with the Administration Office.
- Students are not permitted to bring to School weapons of ANY kind. Guns, knives, blades, martial arts weapons or any replicas are ILLEGAL.
- Students must attend School for ALL of each day except when leave is granted. Students must be in the correct class at all times.
- Students are required to follow the instructions of a teacher.

Sun Safety

All children should wear a School hat when in the School playground, in Alexandria Park and on School excursions. Hats can be purchased from the School Uniform Shop. K-6 children not wearing hats at school will be asked to sit in shaded/covered areas – Years K-6 NO HAT SHADE PLAY ONLY.

Head Lice

Parents are asked to examine their child's hair regularly for signs of lice infestation, as it is highly contagious. Warning signs include a child persistently scratching their head, and redness and scratch marks on the scalp and behind the ears and on the neck.

Medical Insurance

Parents please note there is no personal injury cover provided by the NSW Department of Education to students in relation to School sporting activities, Physical Education lessons or any other School activity. Parents and caregivers are advised to assess the level and extent of their child's involvement in the Sport program offered by the School, School Sport Zone, Region and State School Sport Associations when deciding whether additional insurance cover above that provided by Medicare is required. Personal accident insurance cover is available through normal retail insurance outlets.

Non-Smoking Environment

Smoking and vaping is not allowed on the school site, including inside or near the entries to the School grounds.

Dogs

In accordance with the Sydney City Council's Dog Owners Guide, dogs are NOT allowed on or off the leash in School grounds. For more information please contact Sydney City Council.

Emergency Evacuation

The School has an Emergency Evacuation Policy and practice evacuations take place each Term.

Safety Awareness

Safety of the students is the responsibility of teachers and parents. The following is a list of the safety issues of which all students at the School must be aware:

- Start and finish times of the School and the procedures for late arrivals and early leavers.
- Appropriate sun protection.
- Healthy food and drinks at School.
- Road safety – pedestrians and parents parking near the School.
- Safe bus boarding and appropriate conduct whilst travelling on buses to and from School.
- Enrolment at Out of Hours School Care for late leavers.
- Familiarity with, and adherence to, all School rules.



Health, Wellbeing & Safety

Counsellor

A School Counsellor, who is a psychologist employed by the NSW Department of Education, is available Monday to Friday, to provide confidential assistance to students with learning, social, psychological and emotional difficulties. Referrals to the Counsellor may be made by the class teacher, Deputy Principal, Year Advisor or Principal. Students in Years K-6 require parental permission before they see the Counsellor. Students in Years 7-12 can self-refer without parent permission being required. Parental contact with the Counsellor can be made by phoning the Administration Office on 9698 1967.

Anti-Discrimination

Discrimination of any kind is not tolerated at APCS. The School has a designated Anti-Racism Contact Officer (**ARCO**) to handle complaints of discrimination. The process for complaints resolution is detailed in the Anti-Racism Policy available on the School website – <https://alexparkcs-c.schools.nsw.gov.au/supporting-our-students.html>.

Anti-Bullying

The School's Anti-Bullying Policy addresses all forms of bullying behaviour that may occur within the School environment. It aims to provide positive strategies for preventing, reporting and managing all forms of bullying behaviours and incidents. Everyone in the School should be aware of potential bullying and should act in response to these situations.

If you suspect that your child is involved in bullying at School, whether as a target or as an aggressor, respond by:

- Listening carefully and sympathetically, whilst establishing the relevant facts.
- Encouraging your child to tell someone at School or informing the School directly. You can contact the class teacher or Assistant Principal in the Primary School and the child's Year Advisor in the High School.
- Working with the School to resolve the issue/s.

Positive Behaviour for Learning

The School implements the Positive Behaviour for Learning (**PBL**) program.

Our values are 'learning, respect and safety'. PBL is a School-wide positive behaviour support program aimed at improving the social and learning outcomes of our students.



Stages of Learning

Curriculum

The Key Learning Areas (KLAs) describe broad areas of learning. In NSW, (K-6) syllabuses are developed within the following KLAs:

- English
- Mathematics
- Science and Technology
- Human Society and it's Environment
- Personal Development, Health & Physical Education (PDHPE)
- Creative Arts
- Languages

Stages of Learning

The NSW Curriculum is structured in Primary and Secondary. Students move through stages of learning from Early Stage 1 to Stage 6:

- Early Stage 1: Kindergarten
- Stage 1: Year 1 and Year 2
- Stage 2: Year 3 and Year 4
- Stage 3: Year 5 and Year 6
- Stage 4: Year 7 and Year 8
- Stage 5: Year 9 and Year 10
- Stage 6: Year 11 and Year 12

Inclusive Education Unit (IEU)

Our Primary School has three classes for students with additional learning needs categorised by Autism and other sensory and/or learning needs. Students are placed in these classes through a Department of Education application process and review panel.

Students in these support setting classes continue to access the NSW Curriculum and have opportunities to integrate with mainstream classes where possible.

If you have further questions regarding the IEU, please contact the Primary School's Learning Support Team Coordinator.

Extra-Curricular Activities

At APCS we have a wide range of creative extracurricular activities including various choirs, bands, dance, art, and drama, chess, yoga and debating groups.

Music Program

Individual music tuition and a beginner Band Program from Year 3 is available via a contract service provider for interested families. Ask our Administration Team about contact information.

Performing Arts Program

The School has a varied Performing Arts Program. The School has an established Bands and Choirs Program. Special performances are conducted throughout the year, such as Harmony Day, during NAIDOC Week, and at Open Nights.

Camps/Field Trips

The Camp program begins in Years 5 & 6. Some subjects in the senior school require attending mandatory field trips. Students will be informed by their class teacher if it applies to their studies.

Student Representative Council

The school has two active SRC's (one for Primary and one for High School), which are responsible for fundraising and for identifying student issues and concerns, such as student facilities and resources. Representatives are drawn from students in Years 2-12 and are elected to the positions by the student population.

Supporting our Students

Learning Support

Teacher observation and assessment identifies those students for whom learning support is required. The School has the following Specialist Teachers who provide this support:

- Learning and Support Teacher
- School Counsellor
- English as an Additional Dialect (EAL/D) Teacher

You will be contacted by the Deputy Principal or class teacher if your child requires learning support.

English as Additional Language or Dialect (EALD)

The School has specialist teachers appointed to assist students who are either newly arrived to Australia and are learning English as an additional dialect, or those where English is not the language spoken at home. You will be advised if your child requires EALD assistance.

Opportunity Classes (OC)

APCS has Opportunity Classes for Years 5 and 6 students. Entrance to the OC Class is via a state-wide examination, administered by the NSW Department of Education. The time frame for OC testing is as follows:

- The applications website opens late April and closes in May; and
- Testing occurs in July.

The areas tested are English, Maths and General Ability. To be eligible for OC placement your child must be an Australian citizen or a permanent resident. For further information you can visit the Department's website at

– <http://www.schools.nsw.edu.au/learning/k-6assessments/ocplacements.php>

Selective Stream

APCS has a Selective Stream in each of Years 7-10. Entrance to the Stream is through the Selective High Schools' Examination. Positions in Years other than Year 7 are by application and portfolio. Towards the end of June application packages for the following year are made available online and at the School. The closing date for completed application forms to be returned to the School is late July. During August and September, the School's Selection Committee meets and consider the applications. Successful applicants are notified by the end of September.

Leadership Skill Development

Leadership skill development is essential for success in life outside of School. These skills are developed through student participation in the Student Representative Council (SRC), Interact and Environment Clubs, representing students on School Committees and election as School Captains.

Scripture – Special Religious Education (SRE)

Ethics, Catholic, Jewish, Buddhist and Protestant SRE classes are available on Wednesday's, subject to availability for students in Years K-6. Children not attending scripture remain in their classroom with their teacher. Contact the Administration Office in writing if you would like to change your child's nomination.

Assessment

Student assessment is a continual process undertaken by the class teacher, involving observations of class work, analysis of work samples, assignments and standardised testing. Assessment data from these sources are presented in student portfolios and reports, and informal parent-teacher interviews.

The following standardised testing occurs for all students:

- Kindergarten and Year 7 – Best Start.
- Years 3, 5, 7, 9 – NAPLAN.
- Years 6, 8, 10 – VALID.
- Year 12 – Higher School Certificate.

Supporting our Students

NAPLAN

The NAPLAN Tests for students in Years 3, 5, 7 and 9 are held during Term 2. The website for National Literacy and Numeracy Week in NSW has a video for parents about the NAPLAN tests called “what is NAPLAN?” This site has a number of other useful videos on Literacy and Numeracy topics – <http://www.naplan.edu.au/>

Selective High Schools Test

This exam is set by the Australian Council for Educational Research for students in Year 6 wishing to gain a place at a selective High School in Year 7.

The Test examines English, Mathematics, Writing and General Ability, and papers are multiple-choice and written. Applications are due in the November of the preceding year. Testing is in March. Notification of results is in July.

Students must be either Australian citizens or permanent residents of Australia. For more information, please visit the Department’s website: <http://www.schools.nsw.edu.au/learning/k6assessments/shsplacement/index.php>.

My School (ACARA)

My School enables you to search the profiles of almost 10,000 Australian schools. My School is an Australian Curriculum, Assessment and Reporting Authority (ACARA) information service. ACARA is an independent authority with functions including the publishing of nationally comparable data on all Australian schools – <http://www.myschool.edu.au/>

Parent-Teacher-Student Interviews

Formal face to face parent teacher interviews are held for each Year Group throughout the year. Years K-6 occur towards the end of Term One and Years 7-12 interviews occur at the beginning of Term Two.

Appointments for these interviews can be made online or through the Administration Office. The interviews provide the opportunity for the parents and child to discuss the student’s progress and any concerns there may be. Interviews are 10 minutes duration for Years K-6 teachers and 10 minutes for each subject teacher for Years 7-12. If you would like to make an appointment with your child’s teacher at any other time, please phone the Administration Office. The teacher will then contact you to arrange a suitable time.

Assemblies

School assemblies are held for Years K-2, Years 3-6 and High School students on a fortnightly basis. Merit awards are presented, and performances given by the students. Regular assemblies are held to celebrate student achievement and provide opportunity for student leadership.

Reports

Formal written Academic Reports are issued twice a year. The Reports contain information about your child’s academic progress, based on a number of assessments.



Supporting our Students

Yakka Taka (Library)

Our Library has both print and electronic resources. Weekly classes are conducted for all students in Years K-6 by the Teacher-Librarian. These classes enable the students to develop literacy and research skills. Students are also encouraged to borrow from the book collection. In order to borrow books, students need a library bag.

Mobile Phone Policy

Students are not allowed to use mobile phones at school, including during recess and lunch.

Principals will manage individual requests from parents and/or carers, and students, for any exemptions to the policy. Principals may allow students to use mobile phones in specific circumstances, such as for an educational purpose, to achieve student health and wellbeing outcomes, or as part of reasonable adjustment to enable students with specific needs to participate in education on the same basis as other students.

Smart watches cannot be used for communication purposes. If parents/carers need to pass a message onto their child, please phone, email or visit the Administration office.

Personal Technologies

Students, parents/carers and staff need to be aware that personal technologies including smart phones, tablets and laptops are brought to School at the owner's risk. The School does not accept responsibility for the loss or damage of personal devices.

During class time, assemblies sport etc, mobile phones and smart watches are to be switched off or placed on 'airplane mode' and put out of sight.

Valuables at School

Students are not to bring valuables to School such as; their favourite toys, jewellery, expensive technologies etc.



Years K-6 School Uniform

Years K-6 Uniform

The school uniform is an important part of the school community and identifies our students as belonging to APCS. The uniform promotes a sense of inclusivity, non-discrimination and equal opportunity. All students are expected to be in full school uniform every day. The school uniform applies when students are at school, travelling to and from school and on school excursions. On sport day's students are expected to wear full sports uniform.

The Uniform Shop

All uniform orders can be placed online through the Flexischools App - <https://alexparkcs-c.schools.nsw.gov.au/about-our-school/uniform.html>

Orders can be collected from the school office. Alternatively, purchases can be made in person from the Administration office between 8.30am and 2.00pm each day.

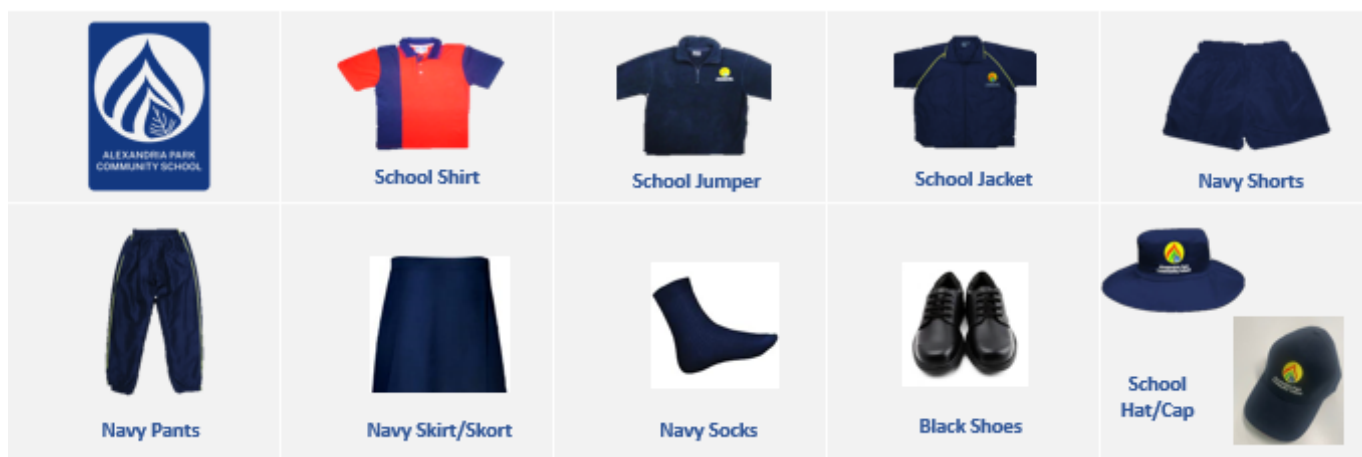
The following colours are worn:

- Years K-6 – red shirt.
- Years 7-12 – white shirt.
- Years 7-12 – red shirt (on sports days).

Students must wear navy trousers, shorts, skirts or skorts, which can be purchased at many local clothing and department stores. Sun hats and caps are also available for purchase from the Administration Office.

Lost Property

Please label all articles of clothing and property brought to School by your child. If your child loses clothing or other property, please check the Lost Property, located adjacent to the Years K-6 window at the Administration Office. School clothing not labelled and unclaimed by the end of term is washed and re-sold in the P&C Second Hand Uniform Shop. Enquiries about Lost Property can be made at the Administration Office.



Years K-6 Sport

Years K-6 Sport

A varied program is offered to the students each term, including swimming, basketball and softball. The School is also a member of the Primary Schools' Sport Association (PSSA) and the Combined High Schools Sports Association (CHSSA). Sports are played against other participating schools. There may be some costs to students for participation.

Sport Carnivals

Successful students in swimming, athletics and cross country represent the School at the relevant Zone carnival and further success may lead to representation at Regional and State level.

- **Swimming**

Early in Term 1, the School organises a Primary School Swimming Carnival and a High School Swimming Carnival. Families are welcome to attend the Carnivals.

- **Athletics**

The School Athletics Carnivals (Primary and High School) are held in Term 2 or 3. The Carnival comprises track and field events. All students of the School participate in the Athletics Carnival. Students walk to and from the oval and families are invited to attend.

- **Cross Country**

Our School also participates in the Zone Cross Country Carnival.

- **State Knockout Carnivals**

The School participates in a range of State Knockout Carnivals throughout the year.

Sport Houses

The School has four Sport Houses and all students are allocated to a Sport House before the first sporting event of their first year of School. The Sport House system is used for sporting contests such as swimming and athletics. Children will be encouraged to wear shirts/colours specific to their Sport House.

Our four Sport Houses are:



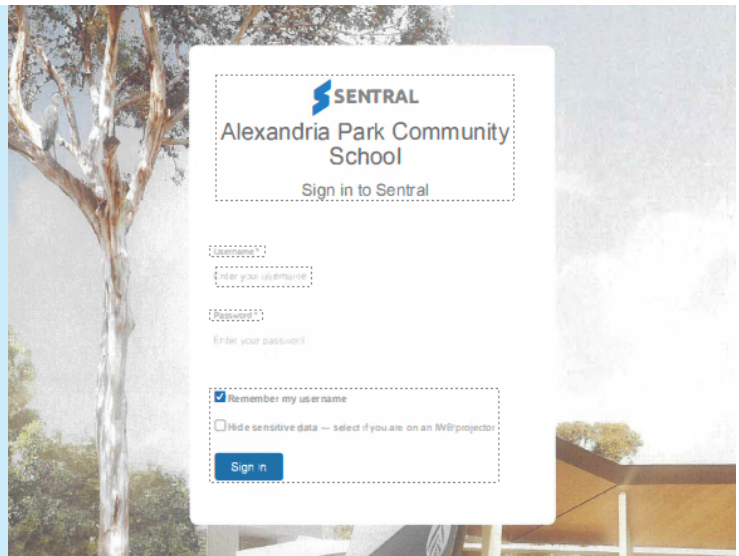
Communication

At Alexandria Park we use the following apps:

Parent Portal

Once your child has enrolled at APCS, they will be provided with a Portal Key to access the Parent Portal via Sentral. This is where you can register sick days, get student timetables or enter leave for your child. For any assistance with the Parent Portal, please contact Joaisia (SAO) at:

alexparkcs-c.school@pet.nsw.edu.au



School Bytes:

To see all notes, give permissions and pay for school fees and excursions, access School Bytes.

FlexiSchools:

To order and pay for uniforms and the canteen, access FlexiSchools.

We are excited to announce our school offers a flexible and simplified way parent/carers can make payments
The app can be downloaded on the Apple App Store and the Google Play Store.

The Parent Portal

- Easily make a payment online
- Download your receipt
- Sign and return permission notes digitally
- Use any credits on your account to make payment
- View your complete payment history
- Request a refund

School Bytes

Register for the Parent Portal via the QR Code or visit <https://portal.schoolbytes.education>

We've partnered with flexischools
Australia's #1 online ordering app for schools

The all-in-one cashless school app!
With Flexischools, you can start ordering your child's school lunch, uniforms, and more online. It is easy to use and takes just a few minutes to sign up!

Canteen
Manage school lunches with the ability to order, pay and manage special dietary requirements all online.

Uniform Shop
Select from a range of school supplies including school uniform and merchandise for easy payment and pick-up.

Events
Book tickets and pay for events and fundraisers all online.

Check out the new pre-paid card & savings app by Flexischools

- Teaching kids to earn, save and spend
- Set up pocket money transfers and monitor spending from your Flexischools parent wallet

Find out more: flexischools.com.au

General Information

Meet the Teachers BBQ Years K-6

During Term 1, parents and families are invited to meet their child's teachers and other staff at a social BBQ function. This is an opportunity for parents to meet each other too. It is not a parent-teacher interview.

School Security

All visitors must report to the Administration Office, sign the Visitors' register via QR Code and provide photo ID. School grounds are enclosed lands and are not public property. Any entry outside of School hours must have the direct permission of the Principal. If you are aware of any illegal entry to the School or incidents of vandalism, please contact the Police immediately.

Code of Conduct for Parents, Carers and visitors

A Code of Conduct for parents, carers and visitors ensures that everyone who visits the School site is able to do so in a safe and harmonious manner and to ensure that students, staff, parents/carers and other visitors are not subjected to aggressive, hostile or violent behaviours. If parents or carers have a concern or problem with a student in our school they are not allowed to approach that child or their parent about the concern. Parents and carers are expected to discuss issues or concerns about other students through the correct procedures.

If the concern is occurring during class time parents are to contact the class teacher and talk to the teacher about the concern or problem.

If the concern is happening on the playground or whilst travelling to and from School the parent is to contact the Assistant Principal or Deputy Principal to explain what is happening and allow the AP or DP to investigate and manage the issue within the School's 'Student Behaviour Code' and 'Positive Behaviour for Learning' practices.

Parents and visitors are expected to treat all persons associated with the School with respect and courtesy. This includes all of our students.

Contact Information

It is necessary for parents to provide their contact details to the Administration Office. If your child is ill, an emergency arises, or there is an educational concern, it is vital that parents, or the emergency contact person, can be located. Copies of Court Orders related to your child's custody or access arrangements must also be provided to the School. All information provided is kept confidential.

Parents are responsible for updating their contact information. Please notify the School, in writing, immediately if any of the following details change:

- Home address;
- Home phone number;
- Work phone number;
- Mobile phone number – this is extremely important for our SMS system;
- Custody or access arrangements – copies of Court Orders must also be provided;
- Child's medical status; and/or
- Emergency contact person – this is a person who can be contacted in case of an emergency, if the School cannot contact the Parent/Carer(s).

Schools as Community Centres

The Schools as Community Centres (SaCC) is a Government funded inter-agency program. Its purpose is to support families in their local communities, offering a holistic approach to early learning and wellbeing with a primary focus on enhancing the early development outcomes of children between 0 and 8 years of age.

The Alexandria Park Community Centre is located adjacent to the School and can be contacted on 02 9319 3207.

General Information

Crua (Canteen)

Skool Snaks is the canteen operator of the APCS canteen for both the Primary and High Schools.

Cash/card pre-orders are also accepted at the Crua from 8.30am. Online pre-ordering before 9.30am is available through the FlexiSchools website, available at www.flexischools.com.au. FlexiSchools facilitates cashless electronic ordering. Create an account and lodge an order. How-to brochures are also available at the Administration Office.

Concerns or Complaints

- If you have a concern or complaint, it is best to discuss the matter first with your class teacher (Years K-6) or Year Advisor (Years 7-12). Make an appropriate time to meet with them by contacting the School by phone or e-mail to ask for an appointment.
- If you are not happy with the result, or you do not feel it is appropriate to talk to them, phone and make an appointment to discuss your concerns with the Deputy Principal or Principal.

Parent Involvement at School

Parent partnerships are considered vital to creating a successful learning environment for students. Parents can be involved in their child's School in any of the following ways:

- Membership of School committees;
- Giving feedback, directly or via surveys;
- Meeting with the Principal or the DP to discuss areas of concern/importance;
- Classroom assistance, e.g. reading;
- Donations of resources or equipment;
- Attendance at P&C events/meetings;
- Fundraising activities;
- Attendance at School assemblies;
- Meet the Teacher evenings;
- Parent-teacher-student interviews;
- School improvement and working bees; and/or
- Attendance at social functions.

Parents and Citizens (P&C) Association

The P&C is the Years K-12 parent body of the School and provides the forum for parental discussion regarding School policies and activities. The P&C aims to build a connected parent community and fundraise for school resources. A voluntary P&C contribution of \$100 is encouraged when paying School fees to assist in providing valuable additional resources.

The P&C coordinates several events during the year, Second Hand Uniform Shop, School Banking, Class Parent representative email updates (Years K-6) and consults often with parents and the School Executive Team.

Members get information on what is being discussed, opportunities to volunteer and input into planning. If you are available to attend, meetings are held on the first Monday of each month at 6.30pm.

The P&C maintains a Facebook page for notifications of upcoming events, meetings and information, and notifies members via email. All parents, carers and community members are invited to join as a member annually for \$2.
http://bit.ly/APCS_member
<http://www.facebook.com/groups/apcspandc>
APCSPandC@gmail.com

General Information

Voluntary School Contributions

The Voluntary School Contributions are:

- Years K-6 – \$50 per child.
- Years 7-12 – \$100 per child.
- Technology Levy – \$50 per child.
- P&C Donation – \$100 per family.

The money is requested at the beginning of the year to help the School maintain the resources to support student learning and engagement. Fees can be paid as instalments or as a one-off payment. If you are paying by cheque, please make your cheque to Alexandria Park Community School.

If you are experiencing financial difficulty, please contact the Principal to discuss the matter, confidentially.

NOTE: Certain subjects incur additional fees associated with covering the costs of the materials used.

Money Collection/Online Payments

Any money sent to School for payment of excursions, competitions, Book Club orders etc must be placed in a sealed envelope, labelled with your child's name, class, amount and reason for payment, and submitted to the Administration office before 9.00am. Please use separate envelopes for each child in your family.

Envelopes are available at the Administration Office if required. Online payment is preferred and a more secure method. EFTPOS/credit card payments are available at the Administration Office.

Online Payments

Go to School Bytes Portal – <https://www.portal.schoolbytes.education>

Payments can be made using Visa/MasterCard credit/debit card.

Connecting to APCS

Phone – (02) 9869 9800

Email – alexparkcs-c.school@det.nsw.edu.au

Website

www.alexparkcs-c.schools.nsw.edu.au/
Our School website remains the best tool for information.

School Facebook

<https://www.facebook.com/alexandriaparkcommunityschool/>
Appropriate use of Facebook is required at all times. People are asked to familiarise themselves with the Social Media Policy on the School's website.



Getting to and from School

Arrival at School

Teacher Supervision for Students in Years K-6 is available from 8.40am – no students should be left unsupervised before this time. Children are expected to arrive on time for the commencement of School. Students who are late to School are to report to the Administration Office to provide a reason for being late and obtain a late note, which will be provided to the class teacher.

Bicycles and Scooters

Students are to wear a helmet as per NSW Bicycle Safety Rules. Students must not ride on the school grounds. Bicycle and scooter racks for students to lock and secure their bikes and scooters are available inside the School grounds. Bicycles and scooters are brought to School at the owner's risk. We strongly encourage the use of a bike chain or lock to secure bikes and scooters.

By Car

Parents are reminded of the road rules associated with School Zones – 40km per hour, no double parking, no stopping in No Stopping Zones. Drop off and pick up by car is to occur on Park Road.

Bus/Rail Passes (Opal Cards)

Apply online for student Opal Cards at – www.transportnsw.info/school-students

When processed, the pass will be then sent to the address (home address) nominated on the form. Brochures are also available from the school office. Please note not all students are eligible for the pass, as there are boundary criteria.

Students must hold a valid Student Opal Card to travel.

Transport to School

The School Special bus (750) takes students from Redfern & George Streets to the School & vice versa.

It leaves Redfern & George Streets at 8.45am and arrives at School at 8.55am. It leaves School at 3.18pm.

The 355 bus from Marrickville arrives at School at 8.56am. The 355 bus to Marrickville departs School at 3.37pm.

The 355 bus from Bondi arrives at School at 8.35am & 9.07am.

The 355 bus to Bondi departs School at 3.22pm & 3.55pm. Sydney Buses service the area from many locations and can be viewed at www.sta.nsw.gov.au.

By Train

Alight at Redfern Station, walk down platform 10 and through Australian Technology Park (approx. 10 min walk).

Metro

Alight at Waterloo Metro at 110 Raglan Street, walk down Botany Road and cross to Buckland St (approx. 10 mins).

For safety – no student in Years K-2 should be travelling on any public transport without an adult or older sibling accompanying them.

For Safety: No student in Years K-2 should be travelling on any public transport without an adult or older sibling accompanying them.

Playground Supervision

Teachers supervise the playground in the morning from 8.40am. It is not safe for children to be in the playground before this time.

Teachers also provide playground supervision during lunchtimes. Children in Years K-6 may use the playground equipment as per the class roster each day at lunch and afternoon tea.

For safety reasons, the equipment is not to be used before or after School. Teachers supervise children boarding the School and Government buses after School. Children cannot remain in the School playground after 3.00pm unless they are supervised by an adult or attending an After-School Class. After this time, the child will be taken to the Administration Office and the parent/carer will be called.

Useful Websites



Useful websites

education.nsw.gov.au/useful-websites

Aboriginal Education Consultative Group

aecg.nsw.edu.au

Aboriginal Outcomes and Partnerships

education.nsw.gov.au/teaching-and-learning/aec

A strong start to school

education.nsw.gov.au/early-learner-animations

A-Z quick guide for parents

education.nsw.gov.au/parent-guide

Complaints, compliments and suggestions

education.nsw.gov.au/your-feedback

Disability, learning and support

education.nsw.gov.au/starting-school-with-additional-needs

Enrolment

education.nsw.gov.au/enrolment

High potential and gifted education

education.nsw.gov.au/teaching-and-learning/high-potential-and-gifted-education

NSW Health

health.nsw.gov.au

Parents and carers resources

education.nsw.gov.au/parents-and-carers

Road safety

education.nsw.gov.au/safe-travel

School Community Charter

education.nsw.gov.au/school-community-charter

Translated school information

education.nsw.gov.au/translated-documents

Other useful websites

education.nsw.gov.au/useful-websites



Download the
NSW Education
Parent App
Scan the QR code

We acknowledge the homelands of all Aboriginal people and pay our respect to Country.

Say hello

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education.nsw.gov.au

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Community Opportunity Success



ALEXANDRIA PARK COMMUNITY SCHOOL



📍 Park Road, Alexandria, NSW, Australia, 2015

☎ 02 9869 9800

✉ alexparkcs-c.school@det.nsw.edu.au

🌐 alexparkcs-c.schools.nsw.gov.au

📺 Follow us

Community Opportunity Success



Alexandria Park Community School is on Cadigal Land.