

BOTANY PUBLIC SCHOOL

Caring Creative Connected

2025



Information for Parents

1076 Botany Road, Botany NSW 2019

P: 9316 8889

E: botany-p.school@det.nsw.edu.au

www.botany-p.schools.nsw.edu.au



BOTANY PUBLIC SCHOOL

Caring Creative Connected

Welcome to Botany Public School



School Context

Welcome to the Botany Public School Community.

Botany Public School, located on the land of the Bidjigal and Gweagal clans in Sydney's Eastern suburbs, has the honour of being the first public school in Sydney and is the oldest existing public school in New South Wales.

Located in south-east Sydney, Botany Public School has a current student enrolment of 250 students. This includes a small number of students who identify as Aboriginal and/or Torres Strait Islander and 48% of students from language backgrounds other than English.

The dedicated and highly skilled staff prepare high-quality teaching and learning programs that effectively cater for the needs of all students. Teachers, students and parents work in partnership to ensure high expectations for all students. Students at Botany Public School have access to a broad and engaging curriculum, supported by specialist teachers and whole school events such as our biennial Art Show and Performing Arts End of Year Concert. On-site extra-curricular activities provide further opportunities for our students and include languages, music, dance, drama and chess.

Botany Public School benefits from a highly engaged school community and a passionate Parent and Citizens Association (P&C) who support the school through fundraising and organisation of local community events such as our Twilight Christmas Markets.

The school has extensive grounds, including multiple sports facilities, shaded outdoor learning areas and a Yarning Circle (Nguru Ngara Windjigal).

Kind regards,

Heather Strachan

Principal



Established 1848

BOTANY PUBLIC SCHOOL

Caring Creative Connected

School Vision

Our Window of Certainty was created in 2022 in consultation with staff, parents and the wider school community. It provides an agreed upon school vision and shared purpose to help all stakeholders build an effective and collaborative school culture.

Window of Certainty

At Botany Public School, we celebrate individuality through high expectations for all students and delivery of a broad, creative and innovative curriculum. With an emphasis on effective relationships, Restorative Practices help us to create confident, caring and resilient learners. Our dedicated staff are highly skilled and collaborative professionals that inspire a culture of academic, social and emotional learning. We are proud of our community partnerships that are connected, collaborative and inclusive.

VALUES

Respect - we treat each other fairly and politely, celebrating our diversity and taking the opportunity to learn from one another.

Connection - Respectful and effective student, parent and teacher relationships form the basis of our successful school.

Resilience - We all make mistakes. It is important that we keep these mistakes in perspective and use them as opportunities to learn.

Collaboration - Our school is a better place when we work together towards a common goal.

Self-motivation - Our students are intrinsically motivated to engage in learning.

Creativity - Critical and creative thinking helps us to solve problems and enhance our learning.



BOTANY PUBLIC SCHOOL
Caring Creative Connected

OUTCOMES

Restorative Practices are embedded across the whole school community.

High impact professional learning informs our teaching and learning programs.

Students are engaged in a variety of learning opportunities with an emphasis on innovation and creativity.

Students are intrinsically motivated to reach their full potential.

Students feel safe, supported and engaged at school.

Botany Public School is recognised as the hub of the community and regularly showcases exemplary practices.

BELIEFS

- We are all lifelong learners (who continually strive to improve our knowledge, understanding and skills).
- Students learn best when they feel safe, happy and connected.
- All students deserve access to high quality educational opportunities.
- The best learning occurs when students, parents and teachers work in partnership.
- Students deserve the opportunities to excel across a wide and varied curriculum, driven by creativity and innovation.
- Mistakes provide opportunities for learning.





Established 1848

BOTANY PUBLIC SCHOOL

Caring Creative Connected

Office Hours

Monday - Friday 8:30am – 3pm

School phone: 9316 8889

School website: <https://botany-p.schools.nsw.gov.au>

School email: botany-p.school@det.nsw.edu.au

The School Day

8:55am	School starts
Approx. 10am	Crunch and sip for all students (in the classroom)
11 – 11:10am	Lunch - Eating time (in the classroom)
11:10am – 12pm	Lunch playtime
1:35 – 2pm	Afternoon tea playtime
3pm	School day ends



As teachers do not start supervision until 8:30am, students are not to arrive at school before this time. Students are required to be at school before the morning bell and in their class lines by 8:55am. We encourage students to be in the gate by 8:45am.

After school pick up is 3pm for all students. If at any time you are delayed in picking up your child, please phone the school office to let them know. Class teachers will bring any students not collected as normal to the school office until you arrive.

Late Arrival and Early Departures

All students should be at school before the bell rings at 8:55am. Students who arrive at their classroom any time after the 8:55am bell are required to collect a 'late pass' from the office. As part of our school policy, parents/ carers are required to sign their child in at the school office should they arrive after this time.

Students will not be released at any time during the school day unless their parent or carer collects an 'early release pass' from the school office or provides written advice that the student is to be released into the care of another adult. Under no circumstances will students be released into the care of a person under the age of 18 years.



BOTANY PUBLIC SCHOOL

Caring Creative Connected

Attendance

Parents or carers must ensure that their child attends school every day unless illness or exceptional circumstances prevent this from happening. Any absence from school should be explained within seven days of the first day of any period of absence. The seven-day timeframe for explaining absences is a requirement of the Education Act 1990.

Parents and carers should notify the school office of their child's absence on the day of the absence. For convenience, this can be done by email or through the school's eNews app. The school is required to inform parents and carers of any unexplained absences.

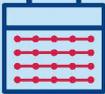
Days missed = years lost

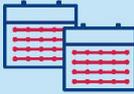
A day here and there doesn't seem like much, but...

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

Extended/Holiday Leave

The Department of Education does not accept family holidays and travel as reasons for exemption from school. An application for a Certificate of Extended Leave for Travel must be applied for through the school office for leave of more than 5 days and approved by the Principal. The application needs to be made a minimum of ten school days before travel and documents such as air/ship/train tickets, accommodation confirmation or a travel itinerary for domestic and/or international travel must be provided.

Emergency Contact Details

It is vital that the school is kept informed of your current home, work and mobile numbers and address. Please ensure that the school office has an updated record of the name and phone number of two emergency contacts that we can reach if parents or carers are not available. This person could be another family member or friend over the age of 18 years who is willing to collect your child in case of accident or illness. The person nominated by you needs to be agreeable to being contacted in an emergency.



BOTANY PUBLIC SCHOOL

Caring Creative Connected

Before and After School Care

TeamKids provide on-site before and after school for students:

Before School Care Hours: 7:00 am - 9:00 am

After School Care Hours: 3:00 pm - 6:00 pm

Holiday Program Hours: 7:00 am - 6:00 pm

Phone: 0428 015 517

Email: BotanyPS@teamkids.com.au

Term Dates

Please refer to the Department website for Term and Public Holiday dates.
<https://education.nsw.gov.au/public-schools/going-to-a-public-school/calendars>.

School Development Days

Our school has five School Development Days per year. On these days, the staff undertake professional learning on new policy and curriculum development. It is Department of Education policy that our school runs these days each year. The days are usually held on the first two days of Term 1, first day of Terms 2 & 3 and the last day of Term 4.





Established 1848

BOTANY PUBLIC SCHOOL

Caring Creative Connected

Communication Between Parents & School

Parents are encouraged to maintain regular contact with the school, especially when you have any questions or concerns. In general, the first point of contact should be with your child's classroom teacher. Due to the various duties and commitments teachers have, it is advisable to arrange a time to talk or meet via the school email botany-p.school@det.nsw.edu.au or by telephoning the school office on 9316 8889. Any matters involving a major concern can be referred to the principal or a member of the executive team.

School Bytes App

Our School Bytes app helps us to keep parents up to date with all of our school activities. We regularly post important notifications and provide online permission notes, payment options for special school events. School Bytes is a free app available for all mobile devices. Just download the app from the App Store or Play Store.



Website

Botany Public School has its own website where information is updated regularly. The Canteen Price List, Uniform Shop link and our newsletter are all available online. <https://botany-p.schools.nsw.gov.au>

[MAKE A PAYMENT](#) | [ENROLMENT](#) | [NEWS](#) | [GALLERY](#)



Botany Public School

Caring Creative Connected

T: 02 9316 8889

E: botany-p.school@det.nsw.edu.au

[About our school](#)

[Supporting our students](#)

[Learning at our school](#)

[Newsletters, notes and app](#)

[Calendar](#)

[Contact us](#)





Established 1848

BOTANY PUBLIC SCHOOL

Caring Creative Connected

Newsletter And Notes

The Botany Public School newsletter provides updates on school news, recent highlights, and upcoming events. Our newsletter is now being released every fortnight via the School Bytes parent portal for parents of students attending Botany Public School.

Community members can access our recent newsletters on the school website: <https://botany-p.schools.nsw.gov.au/newsletter.html>

Assemblies

Assemblies are held fortnightly on Thursdays at 2pm. Parents are invited to attend the school assemblies. An invitation is also extended to special assemblies throughout the school year, such as ANZAC Day, Remembrance Day and the annual Presentation Day assemblies. Notice of all events is provided in the newsletter.



Excursions

All students are provided with special opportunities to build on their classroom learning through educational excursions. Some excursions involve walks within our local community, whilst others may visit educational sites across Sydney. Students in Years 3-6 are given the opportunity to participate in overnight camps for one or two nights.

Excursion costs will appear on your Statement of Account and must be paid prior to the excursion. Financial support is available for families, where necessary, in consultation with the principal. Signed permission notes are required for all students.





Established 1848

BOTANY PUBLIC SCHOOL

Caring Creative Connected

School Invoices

Each term, a Statement of Account for all students in each family will be emailed home. This account covers costs of foreseeable excursions, performances, and activities throughout the term as well as teaching and learning expenses. Preferred payment method is via the SchoolBytes app which is accessible via the school website. <https://botany-p.schools.nsw.gov.au> or available for download. Online permission (via the SchoolBytes app) is required for student participation in all activities.



Parents And Citizens Association

Botany Public School P&C works collaboratively with the Principal and teachers to provide additional opportunities, support, and funding to enrich the lives of our children at Botany Public School. Parents and carers are encouraged to take an active part in their child's education. Assistance in areas such as class helpers, sport carnivals, P&C, excursions and performing arts activities is often sought, particularly in the early years of schooling. The P&C meets twice per term in the evening. Dates and times are published in the fortnightly school newsletter. Everyone is welcome to attend. A nominal membership fee applies which enables parents to vote on issues raised.

School Uniform

Botany Public School's uniform was designed in consultation with the school community. Hats are expected to be worn as part of the uniform each day and we offer a choice of the broad-brimmed school hat or a baseball cap. Black leather school shoes must be worn for the purposes of safety, except on Fridays when students can wear their sports shoes. For any queries regarding uniform, please contact the school office.

School uniform is purchased through Wileys and can be ordered online (<https://wileys.com.au/product-category/botany-public-school/>) or by visiting their Banksmeadow store:



3/17 Green Street,
Banksmeadow, NSW Australia 2019
info@wileys.com.au
(02) 9344 5777



Established 1848

BOTANY PUBLIC SCHOOL

Caring Creative Connected

Canteen

Our school canteen is run by a private contractor, Botany Bites, who prepare the food offsite and deliver it in time for lunch. They provide a healthy, nutritional, well-balanced, and affordable menu for students in line with the 'Healthy School Canteen' Strategy. A copy of the menu and ordering procedures are available on the school website and on the Flexischools app.



Medication

If your child requires short-term access to medication at school, you must complete a Medication Request form available from the school office. Parents are requested to bring medication to be given on a day-to-day basis to the office each morning, clearly labelled in the original packaging with child's name, class, dosage and time. Please include a medicine cup or medicine spoon for correct dosage to be given. Please note only prescription medication can be given to students. For students who require the use of an EpiPen or access to other medications (including Asthma medication), you must provide a current and appropriate Action Plan together with the required medication. For medication given on a regular basis, please ensure that an adequate, in-date supply is maintained in the office at all times. If possible, it would be appreciated if parents could supply a spare Asthma puffer to remain at the school office. If you have any queries, please speak to our office staff.





Established 1848

BOTANY PUBLIC SCHOOL

Caring Creative Connected

Teaching and Learning



Teaching and learning programs are designed around NESA syllabus documents. The syllabus is mandated by the State Government of the day. Primary learning includes whole-class, group and individual activities designed to develop an inquiring mind and teach basic learning skills needed for schooling and later life. Literacy and Numeracy are the building blocks of learning and that is why English and Mathematics take up half of students' learning time in primary school.

Kindergarten to Year 6 focus on six key learning areas:

- English
- Mathematics
- Science and Technology
- Human Society and its Environment – History and Geography
- Personal Development, Health and Physical Education
- Creative Arts

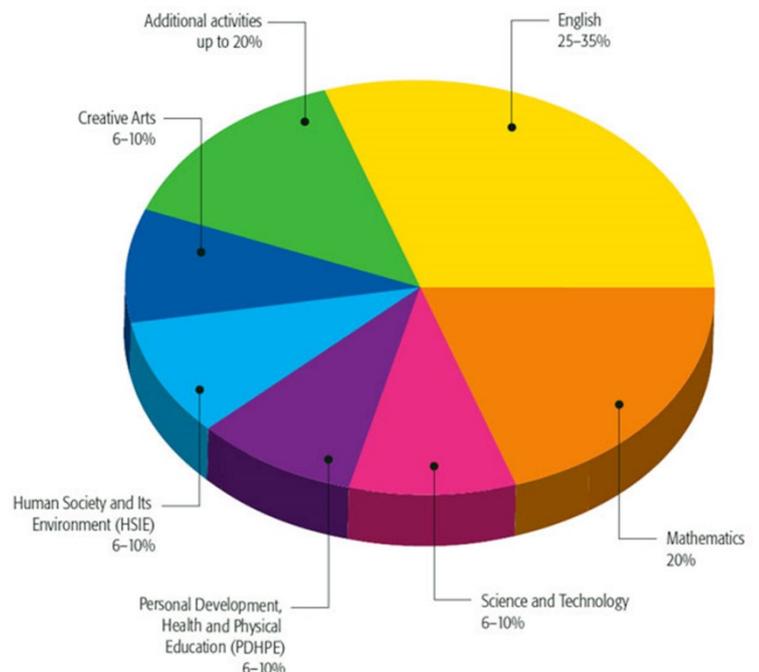
Primary school in NSW follows a curriculum based on stages of learning. Each stage is equivalent to two school years. For each learning stage there are skills, knowledge and a level of understanding that each student should develop.

Early Stage 1 refers to Kindergarten

Stage 1 includes Years 1 and 2

Stage 2 includes Years 3 and 4

Stage 3 includes Years 5 and 6





BOTANY PUBLIC SCHOOL

Caring Creative Connected

Visual Arts

Our specialist visual arts program in primary school plays a crucial role in fostering creativity, self-expression, and critical thinking in young students. Through hands-on projects and exposure to various artistic techniques, students develop fine motor skills, visual literacy, and an appreciation for diverse cultures and perspectives. Through the program, our talented artists have the opportunity to participate in community initiatives including the Young Archies competition with the Art Gallery of NSW and Operation Art in association with The Children's Hospital Westmead.

Sport And Physical Education

All students, Kindergarten through to Year 6, are involved in a Physical Education Program in which they will learn to acquire skills and develop physical fitness. Students in Years 3, 4, 5 and 6 participate in a school sports program that promotes modified sports, creating the appropriate environment for children to learn basic sports skill.

For the more proficient students in Years 3-6, the school provides the opportunity to represent the school in the PSSA sports competition. The sports may include OzTag, Softball, Netball and Soccer.

The school holds Swimming, Cross Country and Athletics Carnivals during the year for students in Years 3-6 and competitive Year 2 students who are turning 8 in the year. Students of high ability have the opportunity to be selected for Zone, Regional and State level Primary School Representative teams. Students in K-2 attend a Cross Country Carnival in Term 1 and an Athletics Carnival in Term 2.

Our three Sport Houses are named after native flora: Acacia, Boronia and Waratah and are lead by elected House Captains and Vice-Captains.





Established 1848

BOTANY PUBLIC SCHOOL

Caring Creative Connected



School Library

The library is an integral part of our educational program. It has a wide range of texts, resources, and technology. Every class in the school has an allocated library lesson with the opportunity to borrow from the library collection. All students are encouraged to borrow books on a regular basis. As books are costly items, students must have a library bag to protect the library book between home and school. Each year we celebrate CBCA Book Week with a variety of book themed activities and events.

Technology

Technology plays a vital role in every classroom's educational program and students are expected to develop a range of technological skills in each stage of schooling. Students are expected to abide by a Code of Conduct for appropriate use of technology at school. Once parental permission to go online is obtained, students are allocated a username and password. Every classroom has access to the Wi-Fi network, and an Interactive Whiteboard (IWB). Laptops and iPads are also used by students throughout the school to enhance teaching and learning across all Key Learning Areas.

Google Classroom

Google Classroom is an online learning platform used to deliver curriculum content and resources in Stage 3. Homework is also allocated using this platform and students submit their homework fortnightly. Stage 3 use Google Classroom in many ways to support learning within the classroom. Google Classroom provides a link between home and school, where students have access to their digital classroom in both settings, as well as the opportunity to build their skills as they prepare to enter high school where online platforms are used.

Seesaw

Seesaw is an online tool used at Botany Public School to create a personalised learning journal for each student. It empowers students to independently document what they are learning and access high quality, differentiated learning activities. This app supports the development capabilities in communication, collaboration, creative thinking, problem solving, digital literacy and citizenship.

Assessment And Reporting

Reports are focused on individual achievement and progress and reflect student performance measured against a set of specific criteria as set by the school. Reports are emailed out to parents at the end of each semester (June and December). Reports are not printed; parents are encouraged to download the PDF copy from their email and save them to their own computer for future reference.



Established 1848

BOTANY PUBLIC SCHOOL

Caring Creative Connected

NAPLAN

NAPLAN is an annual assessment for all students in Years 3, 5, 7 and 9. It tests the types of skills that are essential for every child to progress through school and life. The tests cover skills in reading, writing, spelling, grammar and punctuation and numeracy. The assessments are undertaken every year in May. NAPLAN results allow parents, carers and educators to see how students are progressing in



Literacy and Numeracy over time – individually, as part of their school community, and against national standards. NAPLAN tests are one aspect of each school's assessment and reporting process and do not replace the extensive, ongoing assessments made by teachers about each student's learning. Each teacher will have the best insight into their students' educational progress. Parents and carers can use NAPLAN reports, along with other school assessment reports, to discuss their child's strengths and areas for improvement with their teacher.

Homework

Homework provides purposeful learning experiences, which consolidate, extend, and enrich the school's programs. Homework is valuable training for the development of good study habits and effective use of leisure time.

Early Stage 1 students will be given books to read at home and will be asked to prepare a weekly news topic.

In **Stages 1, Stage 2 and Stage 3**, homework activities will be provided fortnightly and will be based on current class curriculum and themes.

Homework is optional depending on each family's circumstances.



BOTANY PUBLIC SCHOOL

Caring Creative Connected

Meet the Teacher Information Evening

Early in Term 1 parents are invited to attend Meet the Teacher Information Evenings, at which class expectations and routines are explained.

Learning Conferences



Botany Public School invites all parents and their child to attend Learning Conferences. Learning Conferences are held twice a year in Term 1 and Term 3, providing opportunities to discuss students' learning goals for the semester. Learning Conferences symbolise the three-way partnership that exists in a child's journey through school.

When parents and teachers come together to discuss student learning, it creates a positive relationship that results in everyone working together with the child's best interests as the priority.

Some of the benefits of attending Learning Conferences include:

- Seeing the big picture: Learning Conferences give parents a better understanding of their child's academic, emotional, social and physical development.
- Sharing Learning Goals: Parents, students and teachers discuss and set specific learning goals in Literacy, Numeracy and Wellbeing.
- Discussing student behaviour: Teachers provide valuable feedback on the behaviour of their children in the classroom and the playground.
- Setting Home Learning expectations: Parents know what is expected of their child in Home Learning and how they can support their child.
- Discussing educational support or extension: Parents and teachers discuss what type of learning support or extension may be needed.

Learning Support

The Learning Support Team at Botany Public School works across K-6 to ensure that the needs of students in the school are being met by developing and implementing targeted programs, monitoring student growth and evaluating the effectiveness of teaching programs. Students may be referred to the Learning Support Team to access support for a range of learning needs including English as an Additional Language/Dialect (EAL/D), additional literacy and numeracy needs or behavioural support. Specialist learning Support and EALD teachers provide a combination of in-class support and small group tuition, utilising programs such as MiniLit.

School Counsellor

At Botany Public School, our school counsellor works one day a week to support students as necessary. Students are referred to the counselling team through the learning and support referral process. The school counsellor may also support BPS families to access Department of Education support services.



BOTANY PUBLIC SCHOOL

Caring Creative Connected

High Potential and Gifted Education (HPGE)

The High Potential and Gifted Education Policy promotes engagement and challenge for every student, regardless of background, in every school across intellectual, creative, social-emotional, and physical domains. It supports every student to achieve their educational potential, through differentiated teaching and learning practices to ensure that their specific learning and wellbeing needs are met.

Aboriginal Education

Botany Public School is committed to improving the educational outcomes and wellbeing of Aboriginal and Torres Strait Islander students to ensure they excel and achieve in every aspect of their education. We are committed to increasing knowledge and understanding of the histories, cultures, and experiences of Aboriginal and Torres Strait Islander people as the First Peoples of Australia. We work closely with the Aboriginal Education Consultative Group (AECG) and implement the new Partnership Agreement 'Walking Together, Working Together' to strengthen collaboration between Aboriginal communities and our school. Botany Public School works towards common goals in Aboriginal Education and celebrate the successes of our students and communities.

Extra-Curricular Activities

Botany Public School offers students the opportunity to engage in a variety of extra-curricular activities, including debating, public speaking, dance groups and choir. We encourage your child's participation in these extra-curricular activities and new learning opportunities.

After School Activities

After school activities, including band and Mandarin are provided by a variety of external providers. These opportunities are published in our school newsletter and app.

Student Leadership Opportunities

Students are offered a variety of student leadership opportunities during their time at Botany Public School. Each year, 2 students from each class are elected to represent their classmates in our Student Representative Council (SRC). The SRC discuss ways to improve the school and organise regular events to promote awareness of global issues and raise money for identified charities. Our eight elected Captains and School Prefects and twelve elected House Captains and Vice Captains also join the SRC.

Other school programs that support student leadership include peer support lessons and the Kindergarten Buddy program.



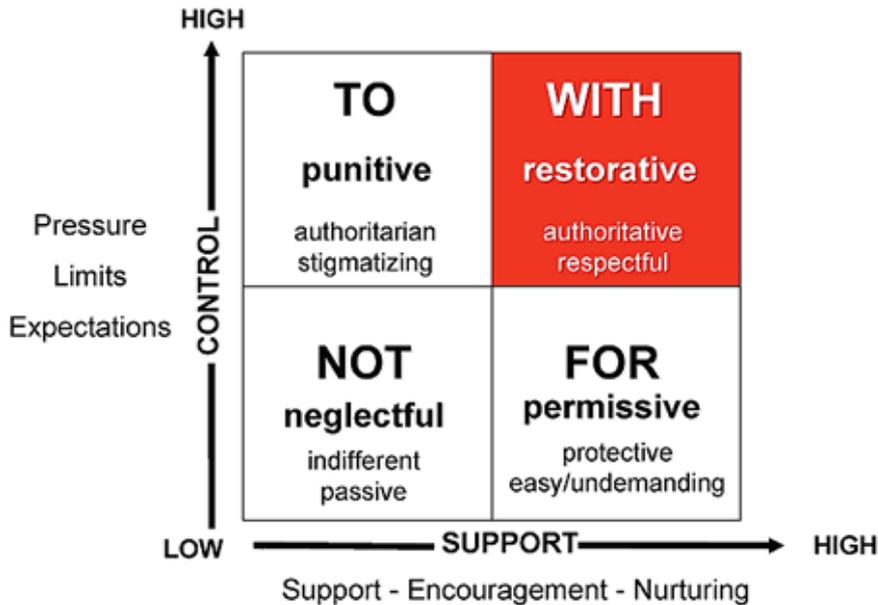


BOTANY PUBLIC SCHOOL

Caring Creative Connected

Student Wellbeing

Botany Public School's wellbeing framework is built around a whole-school philosophy based on relationships, empathy and resilience. This underpins all aspects of student wellbeing across the school. We do this to create a flourishing and inclusive school community which supports students to become connected, successful and thriving.



Restorative Practices

Relationships and wellbeing form the basis for quality teaching and learning at Botany PS. With an explicit focus on building positive relationships between staff and students, teachers ensure they work WITH students, demonstrating high levels of both control and support.

Social and Emotional Learning

Providing broad, evidence-based well-being programs in primary schools is essential for supporting students' mental, emotional, and social development. These programs, grounded in research, equip children with the skills to manage stress, build resilience, and develop healthy relationships. At Botany Public School our wellbeing programs include:

- The *Second Step* program helps children learn social-emotional skills such as responsible decision-making, working together to solve problems, managing strong emotions, and getting along with others. These skills can help children succeed academically and socially.
- *Grow Your Mind* is an initiative focused on promoting mental health and well-being, particularly among young people. It emphasizes the development of emotional intelligence, resilience, and mindfulness through various educational tools and activities.
- Utilising *How to Be Angry* resources in schools helps students learn healthy ways to manage and express anger. The program offers tools and strategies for teaching self-regulation, communication, and conflict resolution. By integrating these resources into the curriculum, schools can support students in developing emotional control and improving their social interactions.



Established 1848

BOTANY PUBLIC SCHOOL

Caring Creative Connected

School Rules

At Botany PS our school rules set clear and consistent expectations across the school. Students know the school rules and, when the rules are broken, a clear set of consequences are put in place. Reflective conversations, based on the principles of restorative practices, ensure we learn from the mistakes made and students are given the opportunity to 'make things right'.

SCHOOL RULES

- WE SHOW RESPECT TO EVERYONE**
 - by speaking politely
 - by listening actively
- WE KEEP OUR HANDS, FEET AND OBJECTS TO OURSELVES**
 - to keep everybody safe
- WE FOLLOW INSTRUCTIONS**
 - by being in the right place
 - at the right time
 - doing the right thing
- WE OWN OUR OWN BEHAVIOUR** because
 - we choose how we behave
 - we learn from our mistakes

CONSEQUENCES

- FIRST REMINDER**
Reflect on school rules and change behaviour.
- SECOND REMINDER**
Reflect on school rules and change behaviour. Recorded as a minor incident.
- PLANNING TABLE**
Removed from the lesson. Reflect on behaviour and plan what changes need to be made to be successful in class.
- BUDDY CLASS**
Removed from the class and sent to another class for the rest of the session. Reflect on behaviour and plan how to be successful in class. Parents informed. Recorded as a major incident.
- NEW SESSION NEW START**

RESTORATIVE QUESTIONS

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you need to do to make things right?

School Aspirations

Our school aspirations help us to create an inclusive, nurturing environment where every student feels valued and supported while providing students with a framework to allow them to thrive at school. These aspirations are discussed regularly with students and provide the basis for our recognition certificates.

ASPIRATIONS

- We come to school ready to learn
- We expect the best
- We represent our school with pride
- We care for ourselves, others and our environment