

Double Bay Public School Handbook



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Forward

To the students, parents & carers, families, visitors, volunteers, teachers and staff of Double Bay Public School.

I extend a warm welcome to all people in our school community. This handbook has been compiled to provide information about some of the school's operations.

Please refer to the Schoolbytes Parent Portal app for notes and updates and the school newsletter which is uploaded onto the school website.

The Double Bay Public School community is committed to working together to provide a quality education for all students with a focus on growth and performance within a caring and inclusive environment.

Ms Lauren Sten

Principal

Contact Information

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About Double Bay Public School

School Vision

It is the vision of Double Bay Public School to create the conditions for every student to learn and be successful. It is an expectation at our school that all students will develop foundation skills in literacy and numeracy, with strong content knowledge, and the ability to learn, adapt and be responsible and motivated citizens.



School Motto

The School Motto is a visual representation of the school's philosophy: Kindness and Courtesy.

The motto emphasises the importance of respect for each other, responsibility for our own actions and a safe, welcoming environment.

Kindness and Courtesy

With its philosophy of “Kindness and Courtesy” Double Bay Public School promotes and acknowledges a shared responsibility that everyone contributes to creating a safe, inclusive and supportive environment. It supports the development of emotional intelligence and positive citizenship, ensuring that kindness and courtesy are embedded not only in expectations, but in everyday practice and culture.

History of the School

Double Bay Public School was opened in 1883. Mr Alexander McPhee was appointed as the school’s first headmaster.

There was an enrolment of about 62 pupils. The main school building was constructed of red brick with some sandstone facing. There was also a wooden rear building and brick residence. By the end of 1903 the enrolments had risen to over 120 pupils.

The school has long been part of the harbourside village community of Double Bay, with local children attending and the school participating in community life as the area grew and changed through the early 1900s.



Pupils at Double Bay Public School, 1910

Local Heritage

The Aboriginal people who were the first inhabitants of Double Bay called the area 'Diendgulla' and when they lived here it was a place of sandy beaches, dense bush, sandstone ridges and freshwater streams.

In 1796 the two indentations of the bay were names Keltie Bay and Blackburn Cover after the Masters of the ships the 'Sirius' and 'Supply' which formed a part of the First Fleet and because a point of land so clearly divided the bay it soon became known as the double bay. By 1821 it had become 'Double Bay' as it is today.

The Cadigal people were a coastal clan of the Eora Nation whose traditional lands spanned much of the southern side of Port Jackson (Sydney Harbour) — including areas around today's eastern suburbs such as Woollahra and Double Bay.

The Birrabirragal (or Bidiagal) were another local clan associated with the harbour headland and coastal areas around what is now Watsons Bay and the eastern edge of the harbour

School Canteen (Botany Bites)

Botany Bites is available to students and teachers between Monday-Thursday. It sells healthy, home cooked food including lunches, snacks, and drinks.

Daily orders can be placed via the Flexischools app.

Library

The Double Bay Public School Library is available to students, teachers, staff and parents of our school community. It includes a set of devices to support student learning as well as a collection of current fiction and non-fiction titles.

The Library Teaching Program includes timetabled class library lessons. Additional Library Activities throughout the year include whole school participation in the Premier's Reading Challenge, a Book Fair, book character parade and competitions to celebrate Book Week in Term 3, writing workshops, talks and performances from visiting authors and illustrators and hosting International and local visitors to the school.



Sporting Houses

For organisational purposes and the facilitation of spirited, friendly competition within Double Bay Public School, all students are assigned to one of four Houses:

Smith:	Blue
Macquarie:	Green
Scott:	Red
Macarthur:	Yellow

School Tour

Parents and caregivers who are seeking enrolment for their child or children are invited to book a tour of the school. This tour is conducted by the principal or a member of the executive on a Wednesday morning at 10:00am. To book in for a tour please contact the school office on 02 9363 3456.

School Times

8:30am	Teacher on duty
9:00am	Session 1 & 2
11:00am	Lunch
11:50am	Session 3 & 4
1:30pm	Afternoon Tea
2:00pm	Session 5
3:00pm	School Finishes

Playgrounds

The school has a number of play areas:

1. The Playground
2. The Oasis
3. The Multipurpose Court
4. Steyne Park

The play areas are made available for student before school and at Break Times.

Lost Property

Lost property is collected and stored within the Administration Building.

Enrolling at Double Bay Public School

As with all NSW public schools, all children of primary school age who live in the local catchment area of Double Bay Public School are welcome to enrol. Depending on enrolment capacity, there are also some opportunities for out-of-area enrolments.

A child can start Kindergarten at the beginning of the school year if they turn five on or before 31st July in that year. By law, all children must be enrolled in school by their sixth birthday.

5 years old before 31 st July	Kindergarten
6 years old before 31 st July	Year One
7 years old before 31 st July	Year Two
8 years old before 31 st July	Year Three
9 years old before 31 st July	Year Four
10 years old before 31 st July	Year Five
11 years old before 31 st July	Year Six
12 years old before 31 st July	Year Seven



Community Users

Public schools make their facilities available for use by their community outside of school hours for appropriate purposes. There are a range of community users at Double Bay Public School. Some out of school programs include:

Mandarin Classes

Monday 3:30-5:30pm

Chess Club

Wednesday 8:00-8:50am

Band Club

Tuesday 7:45-8:45am

Karate Club

Wednesday 3:15-4:15pm

Drama Club

Tuesday 3:00-4:15pm

Eastern OOSH

Monday – Friday 7am – 9am & 3pm – 6pm

Vacation Care 8:30am – 5:30pm

Events outside of school hours

Throughout the year parents and students are invited to a number of whole school events outside of school hours. These events are held on school grounds and include the annual Welcome Back Disco, the biannual art show, and the biannual school performance.

Curriculum

Differentiation

Students learn at different rates and in different ways. Through differentiated planning and programming, teachers cater to students' varying abilities, learning styles and interests. At Double Bay Public School differentiation occurs in every classroom and includes a range of activities and resources appropriate for students with different learning needs and levels of achievement. It is about developing higher-order thinking and creative and critical thinking skills. It is also about providing opportunities for individual, collaborative and whole class group work.



Excursions & Special Programs

Excursions and Special Programs enhance the school curriculum. An excursion will be scheduled by the class teacher as part of a particular area of learning. It will typically occur within school hours. A special program will often involve specialist teachers on school site school working with the class teacher to give focused expertise in a particular area.

It is the school's aim to give plenty of prior notice about an excursion or special program. If financial assistance is required to ensure student participation in an excursion or special program, parents & carers are requested to contact the principal.

Education at a Public School

Primary education includes whole-class, group and individual activities designed to develop an enquiring 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 focuses on six key learning areas:

- English
- Mathematics
- Science and Technology
- Human Society and Its Environment (HSIE)
- Personal Development, Health and Physical Education (PDHPE)
- Creative Arts

Primary school in NSW follows a curriculum based on stages of learning. Each stage is approximately 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

The NSW Education Standards Authority (NESA) develops a syllabus for each of the learning areas. Along with a defined aim, each syllabus has a set of objectives and outcomes, expressed in terms of knowledge and understandings, skills, values and attitudes.

Catering for all students

Double Bay Public School is about creating a whole school quality learning environment with a strong focus on high levels of intellectual quality for all students. Every day, classroom teachers teach a range of interesting and engaging lessons that enable all students to think deeply and use higher order thinking skills. They plan carefully to meet the additional learning and support needs of every student in their class.

With the range of abilities at Double Bay Public School, it is important to ensure that individual students are given extra opportunities to succeed in their particular area of interest. The school does this through our enrichment offerings.

Throughout the year teachers will coordinate particular programs and initiatives. For example, the school takes its capable swimmers to the zone carnival, its public speakers to inter-school debating competitions and runs enrichment programs for children with ability in Creative Arts.

Home Reading

Home reading is an important part of our school curriculum. It involves all students, from Kindergarten to Year Six, spending about 20 minutes each school night reading independently or with an adult.

Home reading is a time to read books from school, the local library or home. Magazines, graphic novels, newspapers or any appropriate reading material of interest to students may also be used. Children may read in silence, out loud to an adult or peer or be read to. A combination could be used throughout the week.

It is important to keep a record of nights for home reading because each term the school celebrate reading with a special Reading Morning Tea.

Home reading is a whole school commitment and is about developing strong skills to enable children enjoy reading and be a competent, lifelong reader.



Homework

Homework is assigned on a regular basis. The purpose of homework is to practise, extend and consolidate work done in class. Homework will reinforce concepts covered in class; provide a focus for independent research and a time to complete special projects. Homework is challenging and purposeful but set at a manageable level depending on the learning needs of a particular student.

The amount of daily homework varies depending on the age and ability of the individual student. It should not be so demanding that it has adverse effects on the student's motivation. Upon occasion a parent might need to negotiate homework expectations with the class teacher.

Homework reaffirms the role of parents and caregivers as partners in education. It also provides training for students, particularly in the later primary years, in planning and organising time.

Homework Club

The Homework Club caters for students from Years 3 to 6 and is conducted in the Stage 3 area every Tuesday from 3pm to 4:00pm. Students can work individually, in small groups with a teacher or with a tutor. Students wishing to enrol in Homework Club must have a signed permission note.

Assemblies and Presentation Assembly

Assemblies : Term 1, 2, 3 & 4

The whole school comes together once a fortnight for Whole School Assemblies. These gatherings bring students, staff and visitors together to foster a sense of belonging, shared identity and school pride, while also recognising student learning, growth, positive behaviour and contributions, motivating students and celebrating positive role models.

Presentation Assembly: Term 4

At the conclusion of the school year in Term 4, the Presentation Assembly acknowledges outstanding achievement for Year 6 student. These awards include Academic, Citizenship and Sporting Achievements.

Communication

School Bytes Calendar

Double Bay Public School operates a School Bytes Calendar for our parents which highlights key important dates for events and activities throughout the year. The calendar is able to be synced with personal calendars on smart devices.

School Email

The principal provides a weekly update outlining key events and activities taking place during the week.

Parent Teacher Interviews

Parent teacher interviews are conducted in Term One, Semester One and Term Three, Semester Two. Parent Teacher Interviews are a time to discuss

growth and performance and how, for example, a particular child is participating in class and socialising with others. Parents and carers are invited to contact the school office or the teacher to book interviews for other times throughout the year to discuss issues or queries about progress.

Meeting your child's teacher

Double Bay Public School prides itself on being very friendly and ensuring accurate and timely communication between parents and teachers.

Due to teacher schedules which include playground duties, meetings, lesson preparation, assessment and evaluation, and professional development, it is requested that appointments are made to arrange a time that is mutually suitable.

School Website

The school website contains current information about Double Bay Public School. Information includes the school newsletter, school initiatives and handbooks.

The School Newsletter

The school newsletter is distributed via the Schoolzine app and is uploaded to the school website every 3 weeks. The newsletter provides information about school initiatives and events showcases student work and celebrates achievement at Double Bay Public School.

School Bytes

Notes and information are sent electronically via School Bytes. This is an app titled Double Bay Public School and can be downloaded onto a connected device from an App Store.

Assessment and Student Report

Assessment is the process of collecting evidence of student learning in order to draw an inference about an individual's (or a group's) current level of attainment. Assessment is integrated into all subject areas and draws on a wide range of evidence including tests and observations.

The Student Report communicates information about student learning, including a student's level of attainment and the progress they have made.

Double Bay Public School provides written student reports twice a year. It also provides ongoing detail through interviews and meetings to child's learning and progress with the teacher.

Educational Accountability

School Excellence Framework

The School Plan is underpinned by the School Excellence Framework. The framework provides a clear description of the key elements of high-quality practice across the three domains of learning, teaching and leading.

School Plan

The Department of Education (DoE) requires all public schools to publish a school plan for the period 2025-2028.

The school plan is about the ongoing improvement of teaching, learning, relationships and systems. The plan is about student achievement with a focus on engagement, open ended thinking and measurable growth and performance. The plan is highly strategic, focusing on 3 key areas for improvement. The plan is determined by the school in consultation with

its community, to ensure a profound difference to the ongoing growth and development of the school.

The school plan is published on the school's website.

Annual Report

The School Plan outlines strategies that have been developed to meet the school, region and state targets for measurable growth and performance across the curriculum.

The Annual Report (AR) reports on the learning programs and activities that make up Double Bay Public School. The information contained in the AR is the result of a rigorous school self-evaluation process and is a balanced and genuine account of the school's achievements and areas for development.

A copy of the Annual Report is available on the school website.

Technology

Commitment to technology

Double Bay Public School is an innovative, forward thinking school. Our curriculum embeds the effective use of technology to support their learning.

Teachers and students are focused on capturing new and innovative ideas and engaging in challenging and interesting learning situations. This learning is about being more open to new ideas and challenges, having the capacity to solve a range of problems, and being able to apply knowledge, skills and understanding to new situations and come to personal realisations.

Technology is used by teachers for a range of purposes including collecting data on student achievement. The school subscribes to a range of online

assessment tools including platforms such as IXL, Accelerated Reader and Essential Assessment.

Technology is used by students for a range of purposes including the use of laptops, PC's and I pads for research and the presentation of work.

Underlying the school commitment to technology is our emphasis on developing critical thinking, on being able to write for sustained and appropriate periods of time, on public speaking, physical activity and being able to concentrate whilst learning.

Special Religious Education (SRE) & Ethics (SEE)

All NSW public schools offer SRE once a week. This is staffed by voluntary teachers from the respective religions. Some of the programs offered at Double Bay Public School include Christian Protestant, Christian Catholic and Hebrew. An Ethics Program for Years K to 6 and non-scripture are also offered to students.



Health and Safety

Anaphylaxis - Edible Nuts & Dairy

Some students at Double Bay Public School are severely allergic to edible nuts, nut products and dairy.

Families are requested not to send nuts (all tree nuts including peanuts), peanut butter or products containing nuts (e.g., muesli bars and the like).

Even the smallest smear or contact with such products can cause an anaphylactic response in some students. Anaphylaxis is life-threatening and always requires an emergency response.

In a caring school community responsibility is shared by all to help minimise the possibility of these students coming into contact with a life threatening allergen.

Parents of students who have the potential for anaphylaxis, diabetic, epileptic or asthmatic attacks are asked to contact the Office and provide current details. A form detailing the condition and Action Plan will be displayed in various places in the school. These forms are usually supplied by the student's doctor.

Bike and Scooter Parking

Students are encouraged to walk or ride to school, and bike and scooter racks are provided within the school grounds. The bike and scooter parking bay is located at the front of the school entrance within the gates accessible via William Street. Please label any of these items with your child's name.

Occasional foods and birthdays

Upon occasion a student might wish to share occasional food such as cupcakes or ice-blocks as part of a birthday celebration.

Parents are requested to inform the school if their child or children are not permitted to eat occasional foods or participate in birthday celebrations.



School Procedures

Money Collection

Money for excursions and events are made payable online via the School Bytes Parent Portal.

Monday Morning Lines

Monday Morning Lines occurs every Monday at 9:00am either on the multipurpose Court or in the School Hall. Morning Lines are a time for the school community to come together to hear important messages. It is also a time for students to be recognised for various achievements. Student leaders also present on Morning Lines including Maths Problem of the Week and other student announcements.

Permission: Excursions and Events

Each student is required to have a Parent Consent to participate in activities that are conducted off school site. These excursions are typically for purpose of sport, visiting local parks and other sites of educational interest or outdoor learning as part of the class learning program.

The excursions are managed via Risk Management Plans and are led by teachers and have principal approval. The locations for the excursions include Centennial Park, Aquatic Centres, Sporting Grounds, Sport & Recreation Centres, and the Woollahra Library permission.

For each event parents are required to give permission via a digital form on School Bytes.

Personal Details

Should you change your address, email address and /or telephone number, the school requires this information in writing. This can be forwarded to the Office. If you are going away and leaving your child with other people, please let the Office know the address and phone number, so that contact can be made should the need arise

Photograph Permission

Parental permission must be given to create photographs and videos of your child during school activities. Photographs and videos are used to engage students and meet curriculum outcomes. Upon occasion they are published in the school newsletter or on the school website. They may also be used to promote the school or promote public education.

School Contribution

Double Bay Public School has no compulsory school fees. Instead, families may choose to make an annual school contribution. Money from

the contribution and levy is used to purchase resources including books, sporting equipment, maths equipment, craft supplies, paint, teaching resources and computer software.

Volunteering & the Working with Children Check

Double Bay Public School encourages parents and friends to actively assist teachers engage children in exciting and worthwhile learning experiences including working with small groups of children during guided reading or helping with an art class.

It is a requirement of the *NSW Government, Office of the Children's Guardian* for volunteers in a public school to have a Working with Children Check.



**Office of the
Children's Guardian**

A Working with Children Check includes national police check and review of findings of misconduct involving children. The clearance is free and once obtained, the Check is valid for five years and may be used for any child related work (paid or voluntary) in NSW.

A Working with Children Check can be obtained online.

The P&C

The Parents and Citizens or P&C, is Double Bay Public School's major parent group. The P&C works closely with the school to provide services and raise funds to purchase resources. It is through the effort of the

P&C that the school is able to deliver high quality educational programs and extra curricula opportunities.

Some recent P&C support has included:

- Purchasing books for the school Reading Program.
- Establishing and maintaining the Oasis Garden
- Hosting parent gatherings

The P&C has the following sub committees:

- Fundraising
- Grant applications
- Garden

The P&C is also responsible for the class parent initiative.

P&C Meetings are generally held on the Wednesday of Week three every term. These meetings begin at 6pm and are conducted in the school library. All parents, caregivers, and other locals interested in helping the school community are welcome to attend.

Wellbeing

Playground Buddies

At Double Bay Public School, Year 6 students maintain a prominent role in the playground as Playground Buddies. This is particularly for Kindergarten children who may be feeling a little bit alone, as happens from time to time, the playground buddies are on hand with a smile.

Wearing their prominent pink vests, the playground buddies will play with the younger children, cheer them up or find them a friend to play with. The playground buddies are also at the ready to take younger children and wait while they get a drink or go to the toilet.

Playground buddies are in the playground to make it an even friendlier place to spend recess or lunch.

School Psychologist

At Double Bay Public School the school psychologist provides valuable support for students and is an integral part of the school's Learning Support Team. The school psychologist works closely with students, parents and teachers to provide counselling and psychological assessment for students with specific needs.

Wellbeing

Double Bay Public School is committed to a learning community that pursues three core positive behaviour values. These values are explicitly taught within the context of the Personal Development curriculum and are embedded into the whole school culture of success.

House Points

House points contribute to a House team tally. Each fortnight House Point tallies are announced at assembly. The winning house for the term enjoys a principal's disco at the end of the term.

Uniform

School Uniform

Double Bay Public School supports 'Wear a hat, stay safe' procedure and all students must wear a hat on the playground. All articles of clothing, shoes and backpacks should be clearly marked with the child's name.

School Uniform Shop

Double Bay Uniform Shop is owned by Wiley's Schoolwear. It is open daily Monday-Friday 9:00am-5:00pm and parents can purchase the uniform online at [Wileys Uniform Shop](#)

If you are unable to attend the Uniform Shop during opening hours, you can order online. A price list is accessible from the school front office.



School Bag

The Double Bay Public School bag can be purchased via the front office. When purchasing the bag, you will also be provided with a school hat and library bag.

Second Hand Uniform

Uniforms that students have outgrown or no longer need when moving onto another school are typically donated to the school for the Second-Hand Uniforms. To access the second-hand uniforms, please contact the front office.

Community Partnerships

Woollahra Council

Double Bay Public School has established a firm relationship with the Woollahra Council. Class groups visit the council library regularly to participate in activities with the Children's Librarian. Where appropriate, experts from the council make contributions to the curriculum. The school also works with the council on issues such as traffic and parking around the school.

Acronyms

The NSW Department of Education (DoE) uses a number of acronyms including:

AP	Assistant Principal
APCI	Assistant Principal Curriculum and Instruction
CAPA	Creative and Performing Arts
DP	Deputy Principal
EAL/D	English as an Alternative Language/Dialect
GA	General Assistant
HSIE	Human Science and Its Environments
KLA	Key Learning Area
LAST	Learning & Support Teacher
LOTE	Languages other than English
LST	Learning Support Team
NCCD	National Consistent Collection of Data
OC	Opportunity Class
P & C	Parents' and Citizens'
PD/H/PE	Personal Development, Health and Physical Education

PSSA	Primary Schools' Sports Association
SAM	School Administrative Manager
SAO	School Administrative Officer
SASS	Schools Administrative Support Staff
SEF	School Excellence Framework
SLSO	Schools Learning Support Officer
SRC	School Executive Council
SU	Support Unit