

**Achieving personal excellence in a safe,  
respectful learning environment**



# Gardeners Road Public School Organisation

## School Times

**8.30am:** Playground is supervised

**8.55am:** Students line up for assembly under the shelter

**9.00am:** School begins

**11.00 – 11.30am:** Recess

**1.15 – 1.30pm:** Teachers supervise eating in class

**1.30 – 2.00pm:** Lunch Play

**3.00pm:** School finishes

For their safety, students should arrive at school after 8.30am and be picked up at 3.00pm. Students, who for any reason, are left waiting after school should report to the office and their parents / carers will be contacted.

## Before and After School Care

A Safe Multi-Cultural Out of School Hours (SMOOSH) centre operates on site at the school for students from Gardeners Road Public School.

Hours of operation are from 7.00 to 8.45 am and from 3.00 to 6.00 pm.

A Vacation Care program operates each school holiday.

**For all enrolment inquiries contact the Director, on 8338 9678, or the South East Neighbourhood**

## Canteen

The canteen is operated five days per week by an independent operator. It provides a variety of lunches, drinks, frozen lines and snack food. Lunches should be ordered before school. Orders can be made over the counter at the canteen or students can bring their order from home written on a large paper bag with the child's name and class clearly written on the bag. Money can be enclosed within the bag. A price list is available from the canteen.

## Parents & Citizens Association

Our P&C meetings are held on the first Tuesday of each month at 6.30pm at the school. Parents are warmly invited to come along. Educational and school matters are discussed as well as planning for activities to raise funds for the benefit of students. All parents and carers of children enrolled in the school are welcome.

Take a look at the Parents & Citizens Web site.  
<http://www.pandc.org.au/>

## Community

Parents provide invaluable assistance throughout the school, whether it be helping with reading in the classroom, assisting in the computer room, covering books in the library, or participating in the P&C Association. If you are able to help in any way, please inform your child's teacher, or the Principal.

Parents are also invited to come to the school on many occasions arranged by the school, including: Open Day in Education Week, Swimming and Athletics Carnivals, Special Assemblies, Presentation Day, Book Week Activities, Kindergarten Orientation Program, Parent Reading Program, International Day, Multicultural Book Reading and Naidoc Week activities

## Funding

In addition to Departmental funding, the school receives some income from the hire of facilities and donations. The Parent and Citizens (P&C) Association raises funds, and parent and caregivers are requested annually to make a School Contribution. This funding is used to support the learning targets set in our school plan .

The cost of textbooks, excursions, uniforms, sport, performances and general materials are borne by parents/caregivers .

A list of requirements is sent out by teachers at the beginning of each year.

## Money collection

Parents and students are asked to return all money collected in a clearly marked envelope showing student name, class reason for and amount of money. For example:

Mary Jones Class 3Y Zoo Excursion – \$20
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This should be deposited in the money collection box situated at the office counter before school.

## Accidents

In case of sudden illness or accident at school, every attempt is made to contact parents. If parents cannot be contacted and medical treatment is necessary, an ambulance is called or the student is taken to the Casualty Department of the Sydney Children’s Hospital, High St, Randwick.

Please assist us by ensuring that the Student Information Form is updated when addresses or telephone numbers are changed. A note to both the teacher and School Office is required .

## Staff

The NSW Department of Education and Communities allocates teaching and support staff to each school. At Gardeners Road Public School the Principal (class free) and four teaching Assistant Principals form the executive team. They lead a range of classroom and specialist teachers including a Teacher Librarian, Special Education teachers, English as a Second Language teacher, Greek and Turkish language teachers, computer and art teachers, as well as teachers to support students experiencing difficulties with learning.

There are several full time permanent SLSOs (School Learning Support Officers) who work in the Support Unit as well as part-time SLSOs to assist some students. Our office administration staff is comprised of a School Administration Manager (SAM) and School Administration Officers (SAOs). A part-time General Assistant (GA) manages general upkeep of the grounds and buildings.

Our teachers and staff are committed to continual school improvement based upon the annual evaluation of student progress and whole school goals.

## Classes

In NSW there are seven years of primary school education. The first year is Kindergarten followed by years one to six, after which students go to high school.

Commencing in late January / early February the school year is broken into four terms, with the long summer holiday break in December and January.

Students are placed in classes of mixed ability. Sometimes students from different grades are combined. Co-operative planning and interaction occurs between grades and teachers.



# MAP OF SCHOOL

## GARDENERS ROAD PUBLIC SCHOOL PLAYGROUND—OUT OF BOUNDS AREAS

