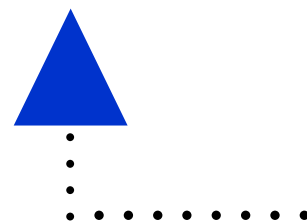


ASPIRE – ACHIEVE – AMAZE



Information package for parents and visitors



Quarry St Ultimo 2007

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ultimo-p.School@det.nsw.edu.au

www.ultimopublicschool.com

WELCOME TO ULTIMO PUBLIC SCHOOL

We hope you will find the following information about school policy and organisation helpful in ensuring your child settles happily into Ultimo Public School.

THE SCHOOL

Ultimo Public School is located in an exciting and historic urban environment close to Darling Harbour, Chinatown and the CBD serving a culturally rich and diverse school community. The school's location provides frequent opportunities for students to engage in a wide range of artistic, cultural, social and academic activities that support learning in all areas of the curriculum.

The school was totally refurbished in 2002, and is now a high quality educational facility. The school provides a positive, safe and caring environment where each student feels respected, nurtured and challenged to achieve individual excellence. Students are taught by a committed and professional staff who work with energy and enthusiasm to ensure students achieve their personal best across all areas of the curriculum.

The current school enrolment is 288 students from Kindergarten to Year 6 in 12 classes. A strong partnership between parents and the school is evident in the involvement of parents in many different aspects of school life. The school has also established links with many local businesses and organisations that warmly support its activities in a variety of ways. The school is a demonstration school for the Powerhouse Museum, involving students in regular museum visits to preview and assist in designing exhibitions.

The school community is culturally diverse, drawing from 29 different cultural backgrounds. Approximately 73% of students speak a language other than English. 38% of students are Chinese speaking. Respect, cooperation, compassion and excellence are core school values. Bullying, racism and violence are not tolerated.



SCHOOL GOALS

- To provide a positive, safe and caring learning environment
- To foster a love of learning
- To promote educational excellence
- To improve learning outcomes for all students
- To enable each student to develop their abilities, talents and interests to their fullest potential
- To provide a balance of high quality learning programs across all the Key Learning Areas
- To develop in students the values that form the basis of a democratic and just society

SCHOOL STRATEGIC DIRECTIONS

Every three years the school's broad educational and organisational priorities and intentions are set through the collaboration of staff and parents. These are then evaluated, revised and refined each year. The school's major strategic directions are:

- Increased growth in all strands of literacy with particular emphasis on talking and listening.
- Significantly increasing the percentage student attainment in the top two bands of NAPLAN.
- Significant improvement in all elements that promote student health.
- Engage a greater number of families from participation to partnership.
- Professional preparedness for effective implementation of the Australian Curriculum in NSW.



KEY LEARNING AREAS

At Ultimo Public School we recognise that children need to achieve their full potential in all areas – intellectual, social, emotional, cultural and physical. All students receive instruction in six learning areas:

- English, Mathematics.
- Human Society and Its Environment.
- Science and Technology.
- Creative and Practical Arts.
- Health/ Physical Education/ Personal Development.

SPECIAL PROGRAMS

To assist students to achieve individual excellence Ultimo Public School has a range of specialised programs to meet their needs.

- A **Teacher/Librarian** takes every child in the school for lessons in library skills, research skills and literature. The librarian and the class teacher plan and teach closely together. Students borrow from our well-resourced library each week.
- **Information and Communication Technology** programs provide all students with frequent access to high quality computer technology to enhance their learning in the Key Learning areas. Each classroom is well-equipped with computers and printers for access during class time. Classes also

have lessons in a laboratory situation in the library where specific skills are taught. Students also develop skills in using digital and video cameras to enhance their presentations.

- The **Chinese Community Language** program provides all students with approximately 1 hour of instruction in Mandarin per week. Students who speak Chinese as their first language have an additional hour of instruction in spoken and written Chinese each week.
- **Extension and enrichment programs** for gifted and talented students are provided through a wide range of academic, sporting and creative school activities. All students have many opportunities to pursue their talents and interests with a wide range of lunchtime and before and after school activities on offer during the year. In the past two years these have included athletics, soccer, chess, oztag, gardening, creating a school frog pond and sculpture garden, Chinese dance, table tennis and science.
- **English as a Second Language (ESL)** instruction is provided for students whose first language is not English. The ESL teachers work with students in small groups and within the classroom.
- **Reading Recovery** is an individualised program for Year 1 students who are having difficulty with reading.
- A **Support Teacher Learning Assistance (STLA)** provides small group and individual instruction for students experiencing difficulty with literacy and numeracy skills.
- **Learning Support** and **Learning Assistance** programs provide School Learning Support Officer (SLSO) support to students with intellectual, emotional and physical disabilities.
- All students have access to a **School Counsellor**. The counsellor provides assistance to students experiencing emotional, social and learning problems.

OTHER KEY PROGRAMS AND EVENTS

High quality programs and events offered by the school include:

- Student Leaders', Peer Support and Anti-bullying Programs
- Information and Communication Technology
- Junior and Senior Performance Choirs
- Recorder group
- Concert Band and Beginners' Band
- Premier's Reading Challenge and Premier's Spelling Bee
- Multicultural Public Speaking Competition
- School Environmental Group
- Academic Competitions
- Sports Carnivals, Clinics and Interschool Sport Gala Days
- Swimming Program
- Daily Fitness
- Hip Hop dance program
- Taekwondo
- Art Show
- Playgym for Preschoolers



SCHOOL FACILITIES

The school was rebuilt in 2002. Student learning is enhanced by the new, well-designed and beautifully appointed facilities that include

- a large, centrally-located and well-resourced library with extensive computer facilities
- an Assembly Hall with a comprehensive sound system and stage lighting which opens up to the surrounding playground
- quiet, air-conditioned classrooms with extensive computer facilities and wet areas
- special purpose rooms for learning support such as Reading Recovery and English as a Second Language instruction
- a covered learning area for outdoor activities
- shady playgrounds with ample student seating, toilet facilities and play equipment
- safe and easy access via pedestrian bridge to the large, playing area in Wentworth Park
- disabled access throughout the school
- security fencing around the entire school site and a single access point for visitors through the office during the school day.





2017 STAFF

Version 2 – Semester 2

School Executive

Principal Mr Nicola Accaria
 Assistant Principals : Ms Di Johns
 Mr Demetri Tilliris
 Miss Lynne Heskett

School Administrative Staff

School Administration Manager (SAM) Ms Anne-Marie Richardson
 School Administrative Officer (SAO) Mrs Doreen Lee
 (SAO) Ms Frances Price (Thursday)

Class Teachers

Early Stage 1 (K): Ms Christabel Carnus
 Mr Jai Parr
Mr Demetri Tilliris (Stage Coordinator)

Stage 1 (Years 1 & 2) Ms Sally De Dear
 Ms Tanya Ternovy
 Mr Callan Von Sanden
Stage Coordinator: Mr Nic Accaria

Stage 2 (Year 3 & 4) Mr John O'Connor
 Ms Deborah Barkla
 Mr Dale Hupalo
Stage Coordinator: Ms Di Johns

Stage 3 (Years 5 & 6) Ms Renata Ho'are
 Ms Leonie Turner
Miss Lynne Heskett (Stage Coordinator)

School Learning Support Officers
 Mrs Bev Mye
 Ms Chris Woods
 Ms Frances Price

General Assistant
 Mr Scott Dewstow
 (Mon, 2nd Fri)

Specialist Teachers
ESL Ms Lesley Manuel
 Mrs Edwina Lemaire

Mandarin Community Language Miss Lee Chang

RFF: Mr Alan Strachan Mr Nino Kovac
Reading Recovery: Ms Di Johns
Learning and Support Teacher:
 Ms Annie Crossan (0.6) – Mon, Tue, Fri

Teacher Librarian Mrs Wendy Bull (0.6- Tue, Wed, Thu)

School Counsellor Mr Steven Krinitzky (Wed, Fri)

*RFF is release from face to face, whereby a full time teacher receives 120 minutes for time off class each week.



ACADEMIC EXCELLENCE

Students have many opportunities to demonstrate academic excellence at Ultimo Public School. In class, student achievement is measured against outcomes set out in the syllabus requirements of the NSW Board of Studies in each Key Learning Area. In addition, students complete national assessments. In Years 3 and 5 students do the National Assessment Program in Literacy and Numeracy (NAPLAN). Students in Years 3 – 6 are also provided with the opportunity to do the Australasian Schools Competitions in English, Writing, Spelling, Maths, Science and Computer Skills. In Year 4, students have the opportunity to sit for the Opportunity Class test for placement in a selective class for Years 5 and 6. In Year 6 students can sit for the Selective High School test to gain placement in one of Sydney's academically selective high schools for Year 7.

A wide range of other opportunities is also provided for students to demonstrate academic excellence. Students compete in the NSW Multicultural Public Speaking Competition, Premier's Reading Challenge and Premier's Spelling Competition. We also have a strong affiliation with the Powerhouse Museum where opportunities exist for selected students to engage in problem solving and enrichment activities.



Parents attending the school's Science Expo

THE ARTS

Students have many opportunities to display their artistic and creative talents.

Visual Arts

The school has a specialist art teacher who works with each class once a week. Each year the school holds an Art Show to showcase the artistic talents of every student. Various school and community activities involving visual arts are undertaken by the school.

Choral Program

The school has two choirs – a Junior Choir for students in Years 3 and 4 and a Senior Choir for students in Years 5 and 6. Both choirs perform regularly at a wide variety of school and community events. The Senior Choir participates in the Primary Schools Choral Concert at the Sydney Opera House and as part of the Schools Spectacular at the Entertainment Centre. The Junior Choir will be participating in some alternative programs to extend their skills and repertoire.

Recorder group

This talented team is growing and performs at school and at local festivals. Different categories of recorder are being taken up by the children who are led by a dedicated teacher.

Band Program

The school has a Beginners' Band and a Concert Band. The Band performs at school events, the Burwood Festival and the Inner West Band competition. A two-day band camp is held each year in conjunction with other Inner West Primary school bands.

The band is open to students in Years 2 – 6. However, younger students may join after consultation with the Band Master. Band members are asked to pay a tuition fee and instrument hiring fee each term.



SPORT

All students participate in weekly fitness and sporting activities. Students from Kinder to Year 6 have a weekly sports session that aims to develop skills. Swimming, Cross Country and Athletics Carnivals are held annually and students who are successful at these participate in the District Carnivals. In addition, students participate in clinics in sports such as AFL, soccer, netball and cricket to improve their skills. Each year a two-week intensive Swimming Scheme is held so that students in years 1 to 6 can learn to swim and improve their skills.



STUDENT WELFARE

The school has a number of specific programs designed to meet the personal and social needs of students. These include:

- A Restorative Practices approach to student discipline
- Student Representative Council and Student Leaders' Program
- Circle Time
- Peer Support Program in which Year 5 and 6 students lead small groups of students from Years K – 6 in programs to develop areas such as self-esteem and resilience
- Anti-Bullying Policy and Program
- Child Protection, Drug Education and the Life Education Program

Student behaviour is governed by the school's Code of Conduct, and detailed in the Code of Behaviour. These are provided as an insert to this document to allow you to display them at home and discuss them with your child.

Ultimo Public School is often congratulated for the sensible and considerate behaviour of its students at many events within the broader community. Appropriate behaviour is acknowledged and affirmed in many different ways. These include Year 6 Citizenship Medallion (awarded annually), Principal's Awards, weekly class Merit Awards and Conduct Ribbons.

Inappropriate behaviour is dealt with swiftly and consistently. Students are required to attend a restorative conference to discuss what happened, what they were thinking at the time, who was affected by what they did and what they can do to make things right. Consequences for inappropriate behaviour include time out in another classroom, loss of playtime and other privileges, letters and meetings with parents and, very rarely, suspension from school for a period of time.

SCHOOL TERMS FOR 2017

Term 1 Monday 30 January to Friday 7 April

Term 2 Wednesday 26 April to Friday 30 June

Term 3 Tuesday 18 July to Friday 22 September

Term 4 Monday 9 October to Friday 15 December

SCHOOL HOURS

School starts at 9.00am and finishes at 3.00pm.

Lunch is from 11.30am – 12.20pm

Recess (afternoon tea) is from 1.35pm – 2:00pm

The school office is open between 8:30am and 3:30pm each day.

Students can arrive from 8.30am. A teacher supervises students in the playground between 8:30am and 9:00am.

Please try to ensure that your child arrives before 9.00 am as a late start to the day can be unsettling for him/her. Late arrivals must be signed in at the office.

Please advise your child's teacher about who will be picking your child up each day from school. If there is any change to this arrangement please inform the teacher in writing or phone the school office.

If you need to pick your child up early you must sign him/her out at the office.

Students should be picked up promptly at 3.00pm. If you are running late please phone the office to let us know. Students who have not been picked up on time will be taken to the office and supervised by a member of the executive.

ENROLMENT PROCEDURES

Enrolment forms are available at the school office. Students who have not previously been enrolled at a NSW public school will need to provide an Australian birth certificate or bring their child's passport. Students on temporary visas may be required to contact the International Business Unit to determine whether or not they are required to pay a fee.

Ultimo Public School's enrolment policy gives priority to students living within the school's enrolment boundaries. Students who live outside the local area may be enrolled at the school as long as there are places available for in-area students, or in exceptional circumstances. Decisions regarding enrolment will be made by the school's enrolment committee.

Students on Temporary Visas are required to contact the International Business Unit to determine whether or not they are required to pay a fee to the Department of Education and Training.

PARENT PARTICIPATION

Children learn best when parents and teachers work together in partnership, and when parents and teachers share responsibility for this partnership. Parents are encouraged to participate in the life of the school in many different ways including assisting in classrooms, providing resources for the school, responding to surveys, sharing expertise with staff, helping in the canteen or accompanying students on excursions.

The Parents & Citizens association meets on a regular basis and invites you to come along and meet other parents, learn more about school activities, help make decisions about our school and organise fund-raising activities.



ALPHABETICAL LISTING OF ADDITIONAL INFORMATION

The following additional information is offered in Alphabetical order to assist you:

After School Care	Medication
Allergies and Asthma	Money Collection
Annual School Contributions	Notes to Parents
Assemblies	Opportunity (OC) classes
Attendance	Parent /Teacher Interviews and Reports
Basic Skills Test	School Development Days
Canteen	Selective High Schools
Choir and Band	Sun Safety
Emergency Contact Information	Uniform
Homework	Web site

AFTER SCHOOL CARE

After School Care is provided by the Ultimo Community Centre and the Pymont Community Centre, which are run by City of Sydney Council. Please call 9298 3111 (Ultimo) and 9298 3132 (Pymont) for information.

Students who attend After School Care line up in the playground and are supervised until the Ultimo or Pymont Community Centre staff collect them.

ALLERGIES AND ASTHMA

If your child suffers from any kind of allergic reaction you must inform the school immediately upon enrolment so that an appropriate plan for caring for your child can be developed in consultation with you and your child's doctor. If your child suffers from asthma you must provide the school with a written plan from your child's doctor outlining the treatment that should be given in the case of an asthma attack at school.

ANNUAL SCHOOL CONTRIBUTIONS

The school has a voluntary school contribution scheme. The money raised from this scheme helps the school purchase those extra resources it wouldn't normally be able to have – it may be used to update computer software, or to buy sports equipment or library books. The contribution is set at \$40 per child per year. The school greatly appreciates your support in paying this contribution.

ASSEMBLIES

Our formal school assemblies are held every Friday from 2:00pm to 2:45pm in the Assembly Hall. Parents and other family members and friends are most welcome to attend. Each class presents the Assembly and performs at two assemblies throughout the year. Class teachers will inform you of the times for these. A short information Assembly is held every Monday from 9:00am – 9:10am.

ATTENDANCE

All schools record daily absences. It is a legal requirement that parents/caregivers provide a note explaining any absences within seven days of the absence. Please give the note to your child's class teacher when your child returns to school. Please inform the school if your child is going to be absent from school for more than 3 days. If planning an extended holiday please inform the office in writing of the expected length and dates of your child's absence from school.

NAPLAN TESTS

Naplan Tests are national tests of Literacy and Numeracy for students in Years 3 and 5. They are held in Term 2 each year. Parents receive a personal report in Term 4 on their child's results. For additional information visit the Department of Education and Training's website at www.det.nsw.edu.au.

EMERGENCY CONTACT / MEDICAL INFORMATION

It is essential that the school have up-to-date records of telephone numbers and addresses. If these details change for any reason please let the office staff members know. It is necessary, too, that we have the name and telephone number of another person we can contact in an emergency. We also need to know of any medical condition or other relevant information that may affect your child's health and well being at school. (See Allergies and Asthma). This information should be shared with the child's teacher and recorded on the Student Information Sheet that will be sent home early in the new school year.

HOMEWORK

Homework provides students with an opportunity to consolidate their classroom learning experiences. It is also a means for parents to follow the experiences and progress of their child. K-1 will be based on informal experiences. In Years 2-6 a more formal homework program will be established by the teacher. The school has recently updated its Homework Policy

MEDICATION

It is generally advisable that students do not have medication at school.

However, if your child needs to take medication at school it must be delivered to the school office, clearly labelled with the child's name. The child will self-administer the medication under the supervision of the school assistant. Asthma medication should be treated in this way also.

MONEY COLLECTION

From time to time students will be required to bring money to school to pay for such things as excursions and school fund-raising activities. Special money envelopes are usually stapled to notes or requests for payment. All cheques should be made payable to Ultimo Public School. **Money should be handed to the class teacher** in a clearly marked envelope. Large amounts of money should be handed directly to the school office.

NOTES TO PARENTS

To keep up to date with what is happening at school, we often send home notes.

Please check your child's bag each day for any notes. The School Newsletter is sent home each Thursday.

The school newsletter, copies of permission notes and other important announcements are also posted on the school website in the News section.

OPPORTUNITY (OC) CLASSES

Specialist classes for the academically-gifted Years 5 and 6 students are available to all students. Nominated students will be tested and assessed during Year 4. Places will be offered in Term 4. See the Principal for more details or go the Department of Education and Training website at www.det.nsw.edu.au

PARENT/TEACHER INTERVIEWS AND STUDENT REPORTS

A child's successful schooling depends on close cooperation between the school and parents and teachers welcome the opportunity to speak with parents about a student's progress. It is important to ring the school first or speak to the class teacher directly to make an appointment time. This allows the teacher to set aside sufficient time to speak with you without interruption.

Kindergarten parents will have an interview with their child's teacher early in the year so that parents can share important information about their child with the teacher.

All parents will be given the opportunity to speak with their child's teacher at the mid-year parent interviews.

Detailed written reports about student's progress are sent out twice per year, in June and December.

SCHOOL DEVELOPMENT DAYS

School development days enable parents and staff to participate in specific activities aimed at the overall development of the school. It is preferable that students do not attend, so that all teachers are involved and time is best utilised.

These are held on the first day of Term 1, Term 2 & Term 3 each year.

SELECTIVE HIGH SCHOOLS

Selective High Schools cater for highly achieving, academically talented students by providing an educationally enriched environment. Application packages are sent home to parents of Year 5 students in November. Students applying for entry to a Selective High School sit for an external exam in English, Mathematics and General Ability in March. Places for the following year are offered in July. See the Department of Education and Training website or the School Principal for more details or go the Department of Education and Training website at www.det.nsw.edu.au.

SUN SAFETY

Students at Ultimo Public School are required to wear a school hat for all outdoor activities. If they are not wearing a hat they will be asked to play in the shade. We also run 'Sun Safety' programs to make children aware of the damaging effects of the sun and ways to protect themselves from these. We are a SunSmart School.



UNIFORM

Students at Ultimo Public School are encouraged to wear school uniform at all times to encourage a sense of community and identification with the school's values. Wide brimmed Ultimo PS bucket hats are the accepted item of headwear.

Students should wear full school uniform every day.

Please ensure your child wears appropriate shoes to school – trainers or leather school shoes are best.

Uniforms are on sale from the school canteen on Thursdays from 8.30am – 9.00am. If you are unable to come to school at these times you can complete a uniform order form. These should be returned to the school office with payment. The office staff will then put the ordered items in your child's school bag. You can also place an online order on the school website, which can be collected from the school office or delivered to your child.

The school also sells second hand uniform at very low prices – please ask at the canteen if you wish to purchase any of these items or if you would like to donate items of uniform to the school.

WEB SITE

The school website at www.ultimopublicschool.com has several important functions. It is an important means of providing information about the school to parents wishing to enrol their child at the school. It also provides current parents and students with information, news, photos of school events and examples of students' work online, as well as links to other valuable resources. In the NEWS section the school newsletter is posted on the site each week. Important announcements are also posted in this section.

