

BUSBY PUBLIC SCHOOL  
INFORMATION BOOKLET



Welcome to Busby Public School  
Contact details

Principal: Ms Lisa Ritherdon

Deputy Principal: Ms Dannielle Chew

Assistant Principal CI: Mrs Catherine McKay

Ms Monika Todorovic

Assistant Principals: Mrs Alice Teuma

Mrs Nicole Brasier

Mrs Belinda Tuddenham

Mrs Maria Parker (Relieving-AP)

Telephone: 9607-7211

Email: [busby-p.school@det.nsw.edu.au](mailto:busby-p.school@det.nsw.edu.au)

Have a look at what your child is learning at school by visiting our website

Website: [www.busby-p.schools.nsw.edu.au](http://www.busby-p.schools.nsw.edu.au)

Use our Skoolbag app to keep informed and to communicate with the school.

Busby Public School Skoolbag App is available to be downloaded from Apple App Store and Google Play Store.

Address: South Liverpool Rd BUSBY 2168

Office hours: 8:30am-3:15pm

Bell times: 8:55am School commences

11:00am Recess

11:30am Return to class

1:30pm Lunch

2:00pm Return to class

3:00pm Home time

Gate times 8:30am-9:00am the gates will reopen at 2:45pm



# Welcome to Busby Public School

*We look forward to ensuring that your wise choice of school will be of great benefit to your child.*

## GENERAL INFORMATION

### ARRIVING IN THE MORNING

School begins at 8:55am. Your child should arrive between 8:30am-8:55am. Our school pedestrian gate and Hall gate is opened from 8:30am – 9:00am and then closed for the rest of the day, for the safety of all students. If you require entry to the school, you can 'buzz' gate 2 near the office and it will be opened.



All students play in the Primary quad and when the bell rings, sit on the silver seats in their class groups.

### LEAVING IN THE AFTERNOON

School finishes at 3pm each day.

- It is especially important for your child's feelings of safety and security that you are on time.

The school gate will be opened for parents and carers from 2:45pm to collect your children at 3pm from outside their classrooms.

Due to safety concerns, parents are not to drive into the school grounds at any time.

For legal reasons, if your child is late to school or early to leave for, parents and carers are required to present at the office, so that they can be signed in or out.

### CONTACT DETAILS

It is essential that the school can contact parents or carers at any time. Up to date contact information is vital. Please ensure your address and contact details are always current and update immediately if any changes occur.

### BEST START ASSESSMENT

Every year, Kindergarten will be involved in Best Start Assessment, which determines the literacy and numeracy level of your child. This gives teachers a guide to how best address literacy and numeracy teaching with your child.

The assessment looks at reading, writing and numeracy and you will receive a report after the assessment has been completed.



## NAME TAGS

At the start of the Kindergarten year, your child will be wearing a name tag. These are to be left at school each afternoon to be used the next day.

## OTHER TIMES, OTHER TEACHERS

Throughout the school day and from time to time, your child will have a different teacher. This will happen when the class teacher has non-teaching time for lesson preparation, for teacher professional learning, marking and the many other tasks required of teachers. It will also happen at Scripture time, where your child may go to another class and see other teachers.

These arrangements happen at all schools, but all teachers follow a Kindergarten program that is designed specifically for that class. Students are not disadvantaged when there is a visiting teacher in their class.

## FOOD

We encourage all students to bring in healthy lunches to school.

At approx. 10am each day, students in Kindergarten will have a 'Crunch 'n' Sip', where they can eat a piece of fruit or vegetable and drink some water, to keep them sustained until lunchtime. We encourage all to participate in this worthwhile initiative!

Lunch is at 1:30pm – 2:00pm.



## FIRST AID



If your child is sick, please keep them home. If your child becomes sick or injured during the school day, essential care and first aid is administered by the staff in the front office. If necessary, parents will be contacted to come and pick up their injured or sick child.

If your child has a medical condition, it is essential that you talk to the office, so that arrangements for their care are known. Medical Action

Plans for Asthma and Anaphylaxis must be given to the office with Asthma puffers or epipens.

Busby does not have spare uniforms or underwear for children who have 'toilet accidents' so it is recommended that you put a spare pair of pants and underwear in your child's bag.

## LOST PROPERTY

Please ensure that all articles of clothing and all belongings brought to school are labelled with your child's name, not just initials. Check labels regularly as they fade with washing. This will minimise lost clothing and avoid hefty costs in replacing school jumpers, jackets etc.

## **SCHOOL UNIFORM**

If you wish to purchase uniforms, complete the order form which you can get from the office or online at our school website, hand in your order Monday - Thursday before 9:30am and your order should be processed the same day and available for collection after 2pm. Alternatively the uniform shop is available 8:30 – 9:15am and 2:45 – 3pm Monday – Thursday. Please be aware that EFTPOS payments can not be taken after 1pm.



## **SCHOOL RULES**

Our school has three rules: 1. Stay Safe 2. Be respectful and 3. Be an Active Learner. We promote these rules consistently, to ensure the safety and progress of your child at Busby Public School.

## **PAINTING SHIRT**

Kindergarten love to paint, so we request that at the beginning of the year your child brings in a labelled painting shirt or smock, so that they can start creating wonderful artworks!

## **HOME AND SCHOOL COMMUNICATION**

At Busby, we endeavour to keep parents informed about events that are happening. We have a newsletter, the Skoolbag app, website, and Busby Facebook page as well as communication via email. Throughout the year, we will inform you about your child's progress. A written report will be sent home twice a year and a formal interview at the end of Term 2.

If you have any concerns about your child's behaviour or progress at school, in the classroom or playground, your first point of call is your child's class teacher. If you would like to see them, call the office on 9607 7211 and you can make an appointment.

## **LIBRARY**

All students have an opportunity to visit the Library once per week to borrow and to learn research skills. You will be given more details when borrowing is due to commence. Children are able to borrow with a plastic bag, to safeguard our valuable books. Children are also able to visit the Library at recess times each day.

## **SPORT**

Each stage takes part in Sport once per week. Kindergarten sport day will be communicated to parents once a timetable is finalised.

## **IMMUNISATION**

The department of Education and the Department of Health expect all children entering school to be immunised. If you do not immunise your child, we will contact you if there is an outbreak of a condition, e.g. Chicken pox.



