



Nangamay Public School Handbook



Dream, Strive, Achieve

Principal Welcome



As Foundation Principal, I am both honoured and excited to welcome you to Nangamay Public School, located on beautiful Darug Country.

I feel a strong connection to the Glenmore Park community as I have lived in the Glenmore Park area for over 26 years, raised my family here and continue to live in the area.

I bring this authentic connection, and over 30 years educational experience, to the role.

I am incredibly proud to lead our talented and dedicated staff as we work together to implement our innovative educational model. Potential grows in the face of challenge and our teaching and learning will encourage our students to embrace challenge in a learning culture that feels safe for students.






The goal of Nangamay's innovative educational model is to support students to become independent and resilient learners who possess the learning dispositions required for success in an everchanging world. This will be strengthened and enhanced by our new learning spaces, supporting students to develop their knowledge and skills in a collaborative learning environment.

Our school environment has an open-plan design featuring a series of flexible, modern learning spaces. Our students can move around, and furniture can be arranged in multiple ways to enable students to work together in smaller and larger groups as needed. These environments will help foster creative, critical and innovative thinking.

I am very proud to welcome you as partners in learning as we begin our journey together at our beautiful Nangamay Public School.

Sharon Gordon
Foundation Principal

Contact Details

 1-23 Forestwood Drive
Glenmore Park NSW 2745
 www.nangamay-p.schools.nsw.gov.au
 nangamay-p.school@det.nsw.edu.au
 024726 7000
 @Nangamay Public School

Vision Statement

Nangamay Public School fosters high expectations of all learners to dream, strive and achieve personal growth through collaborative practice to develop life-long learners who hold a shared commitment to excellence.

Click the image to the right for more information about our school's name, motto, colours, house groups and emblem.



School Hours

Morning Supervision:	8:15 am – 8:45 am
Session 1:	8:45 am – 10:45 am
Lunch Break:	10:45 am – 11:15 am
Session 2:	11:15 am – 1:15 pm
Recess Break:	1:15 pm – 1:45pm
Session 3:	1:45 pm – 2:45 pm

School History

As part of the NSW Government's investment of \$8.6 billion into school infrastructure, Nangamay Public School was built to cater to the growing community in Glenmore Park and Mulgoa Rise. Nangamay Public School opened in Term 1 2023.

Watch this [video](#) to view the journey to creating the Nangamay Public School name, and logo.



School Highlights



A-Z Guide to Nangamay Public School

Please report any broken links to : nangamay-p.school@det.nsw.edu.au

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Access to Staff

The school encourages regular contact between parents/carers and teachers. Of course, there are times during the day when teachers are unable to talk because they are teaching or have other school commitments. Therefore, it is advisable to send an email to the school, contact your child's teacher using [Compass Connect](#) or phone and arrange a convenient time if an extended interview is required. The school has an open-door policy and encourages parent/carer participation.

[SEND AN EMAIL TO THE SCHOOL](#)

Accidents / Illness

Families, school, and communities share responsibility for health, safety, welfare and wellbeing of children and young people in their care. Children who are feeling unwell should not be sent to school. If a child becomes unwell at school the follow steps will be taken:

In case of an illness or accident, staff members will contact parents/carers. In serious cases, if neither parent/carer can be contacted, appropriate action will be taken (ambulance called). Office personnel are trained to administer first aid for minor playground accidents. The teachers are also trained in Emergency Care and CPR. All students are covered for ambulance under a state-wide scheme.

Assemblies

School assemblies are held in the school hall. Our assemblies are an opportunity to recognise and celebrate our students' successes and achievements along with show casing the many focus areas of their learning. Parents will be contacted if their child is receiving an award or performing at an assembly.

Attendance

Students are required to attend school every day. School commences at 8:45am and concludes at 2:45pm. Teacher supervision of the playground commences at 8:15am. Children who arrive after 8:45am must report to the office to obtain a late slip and will be recorded as 'partially absent' on official school register. Parents/carers who wish to have their child leave school early must report to the office where their child will meet them and parent/carer will sign the early leave register.

Please note children will not be permitted to leave the school within the hours of 8:45am – 2:45pm without an adult. When a child is to be, or has been absent, please notify the school in writing. Absences exceeding 2 days for medical reasons require a medical certificate. Extended absences must be approved by the principal using this [form](#).



Additional Needs

Students with additional learning needs are catered for through the provision of quality, differentiated teaching and learning programs and the implementation of learning adjustments as appropriate. The classroom teacher will work alongside the Learning and Support Teacher and parents/carers to develop an Individual Education Plan if required. Parents are encouraged to share any external reports such as speech, occupational therapy or psychometric testing with the school.

Before and After School Care

[Nangamay Public School OSHC](#) is run by the Penrith City Council Children's Services and operates at the school hall. The centre opens at 6.30am and closes at 6.00pm, but is closed during school hours. To enrol or for more information please follow this [link](#)



Behaviour Code for Students

Click [here](#) to access the NSW Department of Education Behaviour code for students



Bicycles

Students are permitted to ride bicycles to school. They must wear an approved helmet and obey the road rules. Students are not permitted to ride their bikes in the school grounds and must leave their bikes in the designated area. Parents/carers are urged to ensure that their child has proper bike control and knowledge of road rules. For further Road Safety information and resources click [here](#)

Canteen

The [Nangamay Public School canteen](#) is open every school day. Orders can be made for recess and lunch via Spriggy Schools. More information about Spriggy Schools can be found by clicking [here](#)

Catchment Zone

Each public school in New South Wales has its own catchment zone. Students residing within the zone have automatic right of enrolment to the school, while those residing outside the zone are required to lodge an out-of-area application for consideration by a panel. General advice is to enrol children at their locally zoned public school. The catchment zone for Nangamay Public School is below. The [School Finder website](#) is an excellent resource, showing the designated public primary and secondary school for each residential address in New South Wales.

Casual Teachers

Casual or relief teachers assume the same responsibilities and duties as permanent teachers and are employed when a teacher is sick, on leave, attending professional learning or may be taking on additional responsibilities within the school.

Child Protection

Child Protection lessons are mandatory for all NSW schools to deliver. Nangamay Public School teachers follow the department of Education policy and procedure in ensuring every child is safe.

Counsellor

The school counsellor plays a key role in the welfare of the children at the school. School counsellors work with students, parents/carers and teachers in a variety of ways. Their work includes:

- Counselling students.
- Assisting parents/carers to make informed decisions about their child's education.
- Assessing students' learning and behaviour.
- Liaising with other agencies concerned with the well-being of students

Communication

We engage a number of platforms to ensure communication is accessible to parents and carers. These include:

- Email – via our school email address
- School website – access to notes, newsletters, policies and procedures.
- Facebook – updated regularly, celebrating school successes and events.
- [Compass Portal](#) – parents and carers can notify of absences and access push notifications about school events.
- [Compass Connect](#) – parents and carers can contact their child's teacher directly with questions or updates.



Community Consultation Group

In the foundation year, the community elected to have a Community Consultative Group that meets up to three times per year to share information about the school. Further to that, parents are consulted through a variety of modes including but not limited to Google Forms, Email, Face to face meetings and Compass messaging.

Digital Platforms

Our students utilise platforms from Microsoft and Google to engage in activities and complete set tasks. Access to these services enables student collaboration, communication and creative and critical thinking tasks to be facilitated.



Driving and Parking

Parents/carers are requested to drive with particular care (40kph in the designated zones) in the streets adjacent to the school. There is a designated 'kiss and drop' zone on Darug Avenue to assist parents/carers when driving students to school and collecting them at the end of the school day. Parents/carers are not to drive into the school car parking facilities to drop off or collect children. Access to before and after school care is via the gate on Darug Ave. Rangers from Penrith Council as well as the Penrith Local Area Command enforce road and parking rules around the school. Please, prioritise safety over convenience to keep all of our students safe. There is a designated area for students requiring assisted transport in Deerubbin Drive. Please click this link to view our school [Travel Access Guide](#).

Emergency Information

The school maintains computer records that provide contact numbers in case of a student accident or illness. It is important that the information is up to date. If there is a change in home or work phone numbers or address, please contact the school immediately. If we cannot reach a parent/carer we will telephone emergency contacts provided at the time of enrolment.

Equipment List

Click [here](#) to view our latest equipment list. Students are asked to bring these items to school on their first day, clearly labelled with their name.

Excursions

Excursions are undertaken to complement learning programs provided for the students. They may include visits to outside venues and/or performances at the school. Should your child be unable to attend an excursion for any reason, it will not be possible to refund the bus cost component and you may apply for a refund for other costs. All applications for excursion refunds should be made in writing addressed to the principal. Children are expected to wear full school uniform on most occasions. Sometimes the students will be requested to wear their sports uniforms. The student's family meets the costs for these activities. However, should a family be experiencing financial difficulties, other arrangements may be made with the principal. Payments for an event must be made by the cut-off date as advised in the information note. If the payment is not made by the cut-off date your child will not be able to attend the event.

Extra Curricular Activities

Nangamay Public School offer a range of extra curricular activities to maximise students' schooling experience and allow them to engage in areas of interest. Extra Curricular Activities currently offered are; Dance group, Choir, Drama group, Representative Teams (PSSA aligned with Penrith Zone), Debating, Coding Club and Ukulele Group.

Health

Children who are ill should not attend school as this impedes the child's recovery and also has the potential to infect other children. Children who become ill at school will be sent to the office where basic first aid is administered. We will then attempt to notify you if the illness is serious so that you can collect the child from our sick bay. In serious cases, and if you are not immediately available, an ambulance will be called. The school has ambulance cover for each of its students. When attempting to contact parents/carers to inform them of their child's illness, the primary caregiver will be phoned. If they are unavailable, the next of kin will be contacted. Failing that, we will contact the emergency contact person. Please advise the school immediately of any changes to your phone number, address, emergency contact person so that it can be kept up to date. Please include work phone numbers, particularly



where both parents/carers work. It is most important that the school has contact numbers in case of an emergency. Please notify us of any issues regarding your child's health and if necessary an Individual Health Care Plan can be completed.

Hints for Kindergarten Parents and Carers

- Be punctual. Children need to be at school ready for an 8:45am start.
- Teach your child to take off his/her jumper, shoes and socks and to tie shoe laces or use shoes without laces.
- Encourage your child to be responsible for reminding you of any correspondence or reminders from teachers.
- Make sure your child has plenty of sleep, nourishing food and exercise.
- Don't allow your child to bring expensive or valuable items to school.

Immunisation

The Department of Health recommends that children entering school be immunised against childhood diseases. The Department of Education requires the school to sight an immunisation certificate at the time of enrolment. The certificate is available from medical practitioners, or if you are registered with Medicare you can go to the Human Services website <http://www.humanservices.gov.au/online-services> and print a copy of your child's immunisation history. Children starting school require an immunisation booster against diphtheria and tetanus (CDT) and polio (Sabin). Children should also be immunised for measles if they have not previously contracted the virus. Immunisation is available from a general practitioner, from local council clinics and from community health centres.

Inclosed Land Act

The school site operates under the Inclosed Land. It should not be accessed throughout the holiday period unless for vacation care. Visitors to the school acting unlawfully or aggressively can be asked to leave the site.

Infectious Diseases

- The NSW Department of Education requires the following periods of exclusion from school for students with the infectious diseases listed below. Chicken Pox - Exclusion from school until fully recovered. Minimum exclusion 7 days after first spots appear.
- German Measles - Exclusion from school until

fully recovered. Minimum exclusion 5 days after rash appears.

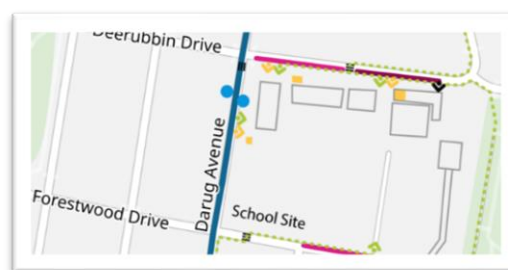
- Measles - Minimum exclusion 5 days after rash appears.
- Mumps - Exclusion from school until fully recovered. Minimum exclusion 1 week after swelling occurs.
- Whooping Cough - Exclusion from school until fully recovered. Minimum exclusion 3 weeks from onset of whoop.
- Ringworm/Scabies - Re-admission to school after appropriate treatment has commenced. A medical certificate detailing treatment is required.
- Pediculosis (headlice) - A student with head lice at school will be isolated to protect other students from possible infestation. The child will need to remain away from school until the infestation is treated. Hair should be free from eggs and lice.
- Coronavirus – A student who tests positive for Coronavirus will be asked to refrain from attending school until they are symptom free.

Interpreters

Parents/carers may request the use of an interpreter at any time. Interpreters can be accessed by school staff via telephone or face-to-face with sufficient notice.

Kiss and Drop

'Kiss and drop' zones are located on Darug Avenue and Deerubbin Drive. These zones operate under the same conditions as no parking zones, which means you may stop to drop off or pick up children for a maximum of 2 minutes. You're required to remain in, or within 3 metres of, your vehicle. Days and hours of operation apply to the zone at Nangamay Public School. School personnel attend the kiss and drop zone after school only assisting students to wait in an orderly and safe manner. When parents arrive at the zone and their child is not waiting, it is kindly requested that they complete a block and return to the kiss and drop zone in order to allow traffic to flow. The image below highlights the 'Kiss and Drop' zones in pink.



Learning Support

Support teachers work with teachers and parents/carers to develop special programs for children having difficulties with aspects of their learning. There is close liaison with the school counsellor and the school's Learning and Support Team in the assessment of children requiring additional support.

Learning Hub Design

Nangamay Public School features two modern buildings. Our main building consists of 20 Homebase's with additional learning hubs and break-out spaces. Students learn throughout the space in a teaching approach that facilitates Future Focused learning, inclusive of inquiry-based student centered activities and is different to traditional 'front of room' learning. Homebases and learning hubs are connected to adjacent rooms with sliding doors to allow for more flexible learning arrangements. Our administration building houses our Principal and executive staff, our school administration officers and managers along with a state of the art multi storey library which includes 5 special programs rooms. Our hall is well equipped with modern technology and facilities for a before and after school care as well as our school canteen.



Library

The school library is open to all students. All children in K-6 must have a library bag when borrowing. Class lessons are scheduled each week. The library has hundreds of books and resource items that are constantly updated.



Lost Property

It is essential that all clothing and personal possessions are clearly marked with the owner's name. Lost property tubs are located in the Yellamundie Courtyard. Students are encouraged to locate their own lost items.

Medication

Many medications are now available in a form that minimises or eliminates the need to provide students with medication during the school day. We would advise parents/carers to consult with your medical practitioner in this regard. Only in special cases will prescription medications be administered to children at school. Medication requiring administration on a daily basis should be in an appropriate container and labelled with the student's name. Medication that must be administered during school hours is to be sent to the school office. Before this can occur, a Departmental indemnity form must be signed by a parent/carer if the medication is to be administered at school. Medication must not be kept in schoolbags, in classrooms or in uniform pockets. The exception is an asthma puffer.

Please note:

- The office staff are aware of children with special needs – e.g. allergies. ASCIA Management Plans for these students must be shared with the school.
- Serious illness/injuries including suspected fractures, eye and head injuries will be reported to a parent/carer and, if necessary, an ambulance called.
- Splinters will not be removed by school staff.
- Staff will not administer any form of pain reliever for legal reasons e.g. Panadol, aspirin.
- Staff will not apply any topical creams.

Mobile Phones and Smart Watches

The NSW Government has banned mobile phone and smart watch use during school hours at public schools and therefore the school strongly advises that mobile phones and smart watches are not brought to school. In some cases students and their parent/carer decide to bring a phone. The school accepts no responsibility for loss or damage.

Phones must be handed in at the office at the commencement of the school day in a labelled zip-lock bag and collected by the student at the end of the day.

Money

The Compass Billing Module on your portal is now available and ready for use for you to make payments for school fees and events.

You will be able to do the following within your Compass portal as a convenient way to ensure all your students' information is in the one stop shop. Make school payments online (including paying for multi siblings at once)

Download a receipt for payments made

View all historical payments in one place

Complete and submit digital permission notes

View the status of all permission notes

Request a refund if required

This can be done where you want at any time: day or night.

While our preference is for you to make payments via the portal, we will still accept payment via cash or EFTPOS at our school office

Nut aware

We urge all parents/carers to be mindful that within our school community we have children with extreme nut allergies. Please do not send peanut butter sandwiches to school. Please tell your children we do not share food. Birthday treats should be nut-free. We cannot guarantee there will be no nuts at school but we actively discourage nuts, especially peanuts.

Orientation and Transition

Students entering Kindergarten and their parents are invited to participate in orientation sessions which will take place during Term 4 the year prior to Kindergarten. During the orientation session, children complete some structured activities and engage in play-based learning while parents attend information sessions.



Our Staff

A list of current staff members can be found via our school website, located here; [Staff List](#)

Parent and Carer Contributions

Each year the [school fees](#) are set to cover the Voluntary School Contribution, Technology levy, Subscriptions and Classroom consumables. These fees are requested as a contribution to help provide additional educational resources for the benefits of the students. In addition to these school fees, money for excursion, incursion, sport and performances will be invoiced to families.

Parent and Visitor Parking

As with all public schools, parent and visitor parking is off-site. Please park legally at all times to avoid fines and demerit points, and always prioritise safety over convenience. A copy of our travel access guide can be found [here](#)

Photographs

School, group and class photographs are taken annually by a commercial school photographer and are offered for sale. Individual photos and photos with siblings are also available.

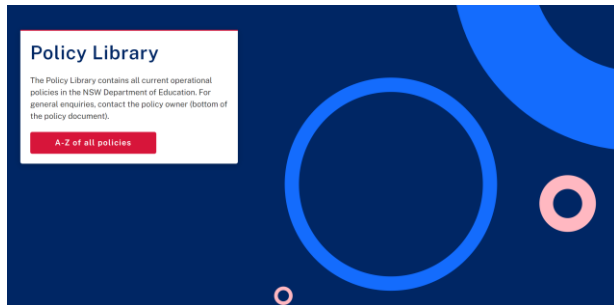
Playground

The school playground features a grassed oval, a basketball/netball court, handball courts, play equipment built on soft fall for safety and an artificial turf/soft fall space for quiet play. As we wait for our natural shade to grow in the early years it is important that we engage in sun-safe measures. While the school cannot apply sunscreen to students, it does supply it and encourage the students to apply it regularly.



Policies and Procedures

As a NSW Department of Education School, we operate and adhere to the policies set by the Department of Education. To access all NSW Department of Education policies click [here](#).



Release from Face to Face

Every full-time teacher employed by NSW Department of Education is entitled to 2 hours relief from classroom teaching duties each week. This time is used by the teachers for parent/carer interviews, marking student work, preparation of lessons, organising materials and liaising with other teachers. During the teachers' RFF period the students participate in lessons related to the Key Learning Areas. Note that teachers in their first two years of permanent teaching, and executive staff may be entitled to additional RFF time.

SRE/SEE

Students receive half an hour of Special Religious Instruction or Special Education in Ethics provided by visiting teacher volunteers each week. Should you not wish your child to participate in the lessons, the option of non-scripture is available. Non-scripture is an opportunity for students to continue with independent study or reading. For information about SRE classes offered at Nangamay Public School, click [here](#)

Student Supervision

Children should not arrive at school before 8:15am unless attending the before and after school care centre. There is playground supervision from 8:15am until the commencement of school at 8:45am. There is no playground supervision after school and the students are deemed to be in their parents/carers care before 8:15am and after 2:45pm.

Student Financial Assistance

Financial assistance is available for parents/carers who may be experiencing short term financial difficulties. The scheme provides subsidies to enable students to purchase books and participate in excursions that otherwise may not be affordable. Arrangements for confidential financial support are available through the principal.

School Development Days

There are five school development days each year. These are student free days where all staff engage in planning and professional development, usually held on the first 2 days of Term 1 and the first day of Terms 2 and 3. The before and after school care centre operates on these days for working parents/carers.

School Holidays

During the school holiday periods it is strongly advised that community members do not enter school grounds. Often contractors are scheduled to complete works to the grounds or buildings during holidays and it may be quite dangerous for people who chose to attend the site. Community members are strongly encouraged to report any suspicious activity directly to the principal via email and to the school security unit.



School Office

The school office is open between 8:15am and 3:00pm each day. Information about the school, enquiries about school procedures and activities, lost property and the like are provided by the friendly and helpful staff. Should a child miss the bus or is not collected after school, he/she will be returned to the office until 3:15pm. Parents will be phoned for immediate collection. In rare cases, when students are not picked up from school they are taken to the

local police area command and mandatory notifications are made to the Department of Justice and Communities.

School Sport

The school offers a comprehensive sporting program from Kindergarten to Year 6. The emphasis in the early years is on developing the children's fundamental movement skills. School sport aims to develop positive attitudes to health and fitness and endeavours to foster team spirit. Students at Nangamay Public School will be provided with many opportunities to participate in organised sport at both the school and inter-school level. Our school will host annual sporting carnivals (Swimming, Cross Country & Athletics) where students will compete against one another and have the opportunity to progress and represent Nangamay at the Penrith Zone District carnivals. Students are offered the opportunity to represent Nangamay Public School in the PSSA interschool sport competitions where students will have the chance to trial for school teams and compete against other local schools.



House Groups

All students are placed in a sport house group on enrolment. When students compete in sporting events, they represent their sport house group. Our sporting house groups were developed and named after local native animals.

- Gliders- Green House
- Wallabies- Red House
- Eagles- Yellow House
- Kookaburras- Blue House

Toilets

The school is equipped with sufficient toilet facilities that are located near each Homebase, with additional toilets in play spaces. We provide additional toilets on site for students and adults who require additional assistance. Students are

encouraged to visit the toilet during scheduled breaks. Adults are not permitted to use the children's toilets.



Uniform

The [school uniform](#) accounts for choice, comfort, quality and style. Correct school uniform should be worn at all times and we trust that all parents/carers will do their best to support the school in this area. A school hat is a compulsory part of the uniform. For student safety, the school has a policy of asking students to remain in the shade if they are without a hat. The school uniform is available for [purchase](#) online through Back To Basics School Wear located at 52 Cox Avenue, Kingswood, 2747.

You can contact Back to Basics School Wear on 02 4721 7422 or by email at <mailto:basics@backtobasicsschoolwear.com.au>

Weather

During periods of wet weather, high winds, extreme heat or poor air quality, students are kept indoors for safety reasons. We recommend that all children keep a labelled raincoat in their bag for rainy days. Children are not permitted to use umbrellas at school as they can be dangerous.

Workplace Health and Safety

As a large organisation with hundreds of people on site each day, the school adheres to strict work health and safety protocols. Evacuation and lockdown drills are practiced throughout the year. Parents will be notified after the completion of each evacuation practice drill via the Compass Portal. All visitors to the school must sign in at the office and wear a visitor pass so that students and staff are aware that people who are not familiar to them have permission to be on site.