



Galston Public School

Information Booklet

2025

Respect, Responsibility, Personal Best

Welcome to Galston Public School

Galston Public School has a proud history of combining a caring atmosphere and strong sense of community with a clear emphasis on providing quality learning opportunities. Our enthusiastic teachers encourage students to become lifelong learners and to strive to do well academically, emotionally, socially and in creative and sporting endeavours. We foster a partnership between school and home in order to provide the opportunity for your child to achieve to the best of his or her ability. Through this partnership, together we can make primary school a positive and enjoyable experience.

The school is extremely well-supported through collaborative, productive relationships with parents and the wider community. As a parent or carer of a child at our school, we welcome you to become involved in some of the various roles that parents fill. This may include participating in the Parents and Citizens Association (P&C), canteen duty, helping in the classroom, accompanying excursions or sporting trips, attending working bees or supporting fundraisers. Your support will continue strong traditions established over many years.

Together we strive to support our students to uphold our school values of 'Respect, Responsibility and Personal Best' and our school motto, 'Honest Work and Fair Play'.

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Galston NSW 2159
Phone: 9653 2062
E-mail: galston-p.school@det.nsw.edu.au

Principal: Mr Allan Ison

Facebook: [@GalstonPS](https://www.facebook.com/GalstonPS)

Website: <https://galston-p.schools.nsw.gov.au>



School History

The school was established in 1886. In 1887 its name, along with that of the local area, was changed from North Colah to Galston after the Scottish birthplace of then prominent MLA, Alexander Hutchison, and the Principal's residence was built. 1891 saw the construction of the brick building in School Road, now the school's canteen and uniform shop. The Principal's residence was not required from 1990 and it was converted into the school's administration building.

School Vision

Galston Public School is committed to creating a learning culture which provides high quality educational opportunities in order for every child to fulfil their potential and become a lifelong learner. We aim to work with families to guide our students towards a future that will see them enjoy life as confident, independent and resilient members of the community. Implicit in achieving our vision is a focus on wellbeing, with particular emphasis on the school's PBL values of 'Respect, Responsibility and Personal Best'.



Attendance and Absences

Regular attendance at school is essential. Students should be present each day the school is open unless there is an acceptable reason, such as illness or special leave. A Department of Education Home School Liaison Officer regularly checks school attendance and investigates absences when required.

If an absence is anticipated, please submit a planned absence through the School Bytes Parent Portal which will be sent to the Principal for approval. If the anticipated absence is for travel of six school days or more, an application for extended leave (travel) must be completed and is downloadable from the Parent Portal under Forms. This can be attached to the planned absence or submitted to the school office. Following an unanticipated absence, please notify your child's teacher or the office of the reason for it within seven days of the first day of absence via email or a handwritten note.

Students arriving late must sign in and receive a late slip from the office before proceeding to class. Students leaving early must be signed out at the office by a parent or guardian who will present the early leaver's slip to the classroom teacher to collect their child.

Band

Band lessons take place every Monday for students in Years 3-6. Expert tuition is provided by music teachers from Teaching Services Australia (TSA). TSA is a family-owned company which provides band programs and instrumental tuition throughout greater Sydney and the Central Coast. Lesson and instrument hire fees are paid directly to TSA.



Before and After School Care

Aspire OSHC operates out of school hours (OOSH) care before and after school five days per week in the cottage in the southeastern corner of the school. Breakfast and afternoon tea are supplied. Permanent and casual bookings are available. Vacation care is also available. For further information including current fees, please contact Aspire OSHC at galston@aspire-oshc.com.au or 0457 229 625.



Bicycles and Scooters

Students in Years 3-6 are permitted to ride their bikes/scooters to school. Any student riding a bike/scooter to school must wear a safety helmet. Riders must dismount and push the bike/scooter when inside the school fence and crossing the staff carpark driveway. Parents and carers are asked to ensure that their children's bicycles/scooters are safely maintained and to reinforce bike and road safety. A bike/scooter rack is situated near the library. Skateboards are not to be ridden to school.

Buses

Bus transport to and from school is used by a significant number of students. Parents and carers are asked to monitor their children's behaviour on the bus and at bus stops. All timetable information is available on the bus company's website at hillsbus.com.au.

Bus Passes – School Opal Card

Children living further than 1.6km from school can receive a free School Opal Card on application under the School Student Transport Scheme. If your child is eligible for a School Opal Card, please apply online at transportnsw.info/school-students.

Canteen

The canteen is operated by the P&C at recess and lunch on Mondays and Fridays. Our canteen meets the requirements of the NSW Healthy School Canteen Strategy. To order lunch meals for children, please set up a Flexischools account at flexischools.com.au. Lunchtime snacks, frozen treats and drinks may be ordered online via Flexischools too. For over-the-counter purchases of drinks and snack items on canteen days, please send your child with money in a labelled wallet.



Details of stock and prices are updated weekly on Flexischools. You are most welcome to visit our canteen to see our range of healthy snacks and meet our friendly canteen managers. Additional volunteers are needed on Fridays and the occasional 'special day'.

Collection of your Child

It is important that your child knows your arrangements for collecting them after school. Please make sure that your child is aware of any changes to normal routine in order to avoid confusion. It may be beneficial to also let the teacher or office staff know. Sometimes it is necessary for children to leave school early for family or medical reasons. Children can be collected from their classroom by their parent or carer after they have been signed out at the office.



Communication

School Bytes – this is our main platform for communication to our school community. School Bytes emails sent to parents and carers notify of upcoming school events, initiatives, excursions and activities. These include permission notices for events requiring parent consent and payment. Through School Bytes the Statement of Account for school enrolment and activities fees is distributed twice a year, including a direct link allowing automatic payment. The School Bytes Parent Portal gives immediate access to your school account allowing you to review your account, use credits and make payments at any time. The School Bytes Parent App provides all the above functions with the flexibility of an app.

Facebook page – the official [@GalstonPS](https://www.facebook.com/GalstonPS) Facebook page is a platform for celebrating the many learning events which occur at our school on a regular basis. This can be students, teachers or community and is really a celebration of learning. This page is *retrospective and will not be used to communicate upcoming events*.

Newsletter – with the Facebook page providing images and short descriptions celebrating learning that has taken place at our school, and School Bytes providing short reminders and information regarding upcoming events, our newsletter *The Galston Gumnut* serves the dual purpose of *looking*

both forward and back. The newsletter is the vehicle for *in depth communication* to the school community about matters such as the school's strategic directions, and policies and procedures. It is where you will find *more detail* about the purpose of upcoming events, and more detailed descriptions of our many daily/weekly achievements. It also provides a summary of the calendar of events for the next three weeks and information from the P&C, canteen, uniform shop and OOSH. The newsletter is distributed fortnightly via email and is archived on the school website. Businesses may place paid advertisements in the newsletter; the publication of these advertisements in no way endorses the product or service.

School website – this platform, <https://galston-p.schools.nsw.gov.au>, is an overall showcase of our school. It is a factual overview with links to Procedures and Guidelines, whole school purpose/vision, strategic improvement plans and contact details. Basically, a static, one stop shop for both our school community and the broader community of 'who we are' in the bigger picture. While there are some celebrations of what we offer as a school, this platform remains relatively still.

Phone calls and emails to and from the school, word of mouth, class coordinators and the electronic sign on Arcadia Road also serve as valuable ways of reiterating messages provided through these four main platforms, as well as providing means for parents and carers to ask questions and seek clarification when required. Information about the school is additionally relayed to parents and carers via P&C meetings, parent information night and parent teacher interviews.

Counsellor

A qualified counsellor is available at our school. Parents and carers can request an appointment through their child's class teacher or the office if concerned about their child's academic or social progress. Teachers may also recommend involvement of the counsellor to a child's parent or carer if they have concerns about the child's academic or social progress. The counsellor may suggest specific assistance or follow-up, eg. eye check, hearing check, speech or language assessment, paediatrician appointment.

Custody of Children

The school should have a copy of any court orders relating to the custody of children. If there is a stressful situation at home, it is helpful if this is made known to the teacher. If you have a particular situation that has the potential to cause confrontation or embarrassment, please advise the Principal. Such information is treated confidentially and helps in promoting the welfare of the student/s concerned.

Enrolments

Children may commence Kindergarten if they turn 5 before 31st July in that year. Students must be enrolled in Kindergarten the year they turn 6. Documentation providing proof of age and proof of immunisation is required on enrolment. The school has an enrolment boundary. Families whose address falls outside the school's enrolment boundary will be referred to their local school.



Excursions and Incursions

Excursions and incursions have considerable educational value and are an important part of the school curriculum, providing opportunities for engaging learning experiences through experiencing, listening, talking, reading, writing, drawing and viewing. They also play an important role in the development of students' social skills. Attendance is dependent on students displaying appropriate behaviour. Notes providing details may be emailed home prior to the activity; please check your email regularly.



Permission to participate in excursions, incursions and other school activities may be given by a parent or carer, and payment may be made, online via the School Bytes Parent Portal. Prompt responses to requests for permission and payment greatly assists in our organisation of these activities. School uniform must be worn, unless otherwise stated. Parents and carers are not permitted to attend an excursion unless they have been invited by a teacher to assist. Preschoolers are not able to accompany parents and carers invited to assist on any excursion.



Family Information

New families to Galston Public School are asked to provide the school with child and family details, as well as medical information which the school may use in an emergency. If your family name, address, email address, telephone number (home, work or mobile) or doctor changes, please inform the school.

Grounds Maintenance

The school has a departmental staffing allocation of a General Assistant for two days per week. Due to the size of our school grounds, this is barely sufficient to meet all of the general building maintenance and ground maintenance that is required. The P&C requests a voluntary contribution from parents and carers for the purpose of hiring a contractor to regularly mow the school grounds. The maintenance of the school grounds by a contractor also ensures safe playing conditions for all students.

From time to time, a working bee of parents and carers may be organised.



Health

The New South Wales Department of Education recommends that all children entering school be fully immunised. Your child will be in contact with many other children and infections spread easily in these circumstances. Before starting school, it is recommended that all children have:

- a booster injection against diphtheria and tetanus (CDT)
- a booster dose of oral polio vaccine

The measles vaccine (which also includes vaccination against mumps and rubella) is recommended if your child has not been, or even may not have been, immunised against measles. Immunisation is available from your local doctor, local council clinics, some community health centres and the children's hospitals. It is important to keep a written record of your child's immunisation.

Please avoid sending children who are sick to school, as the school does not have sufficient resources to cater to their needs. Nor is it in the best interests of the health of other students and staff, particularly if the illness is contagious. In these circumstances, sick students will be sent home or to a nominated family member or carer.

If your child becomes ill or is injured during the day at school we will contact you using the contact numbers you have provided. Therefore, it is vital that you notify the school of all changes of address, telephone numbers and emergency contacts.

Staff cannot administer medication without special arrangements, including some paperwork.

Pertussis (Whooping Cough)

Doctors and laboratories must confidentially notify cases of Pertussis to the local Public Health Unit. Public Health Unit staff can advise on the best way to stop further spread. Infectious children are restricted from going to school.

Measles

Excluded for at least four days from appearance of the rash.

Mumps

Excluded for nine days after the appearance of the swelling.

Chicken Pox

People with chickenpox should avoid others (and not attend childcare or school) until at least five days after onset of the rash and all the blisters have dried.

German Measles (Rubella)

The time from exposure to onset of illness is usually 14 to 21 days. People with rubella are usually infectious from seven days before the rash occurs until four days later. Rubella is notifiable by laboratories in NSW under the Public Health Act.

Head lice (Pediculosis)

Please inform the school. If noticed at school, a note will be sent to all children in the class.

Key Learning Areas (KLAs)

Teachers implement the NSW curriculum in all Key Learning Areas.

- English
- Mathematics
- Science and Technology
- History
- Geography
- Creative Arts: Dance, Drama, Music, Visual Arts
- Personal Development /Health/ Physical Education (PD/H/PE)



Library

Our library is open three days each week. During library lessons students borrow books and participate in activities that focus on developing research skills to complement the key learning areas. Library bags are required when borrowing and can be purchased from the uniform shop. We have a comprehensive range of books and a computerised borrowing system. All students are actively encouraged to borrow books.



Lost Property

All clothing, lunch boxes and school equipment should be clearly labelled with your child's name. Lost property is collected and stored in a central place in the school, which may be checked by parents and carers. Please see the office staff for assistance. After each vacation period, unclaimed items of lost property are sorted and either placed in the uniform shop for resale, given to charity or thrown out.

Money

Other than over-the-counter purchases at the canteen, gold coin donations for mufti days, the Year 6 Mini Fete and Mother's and Father's Day stalls, our school is cash free. Payments for excursions, incursions and school invoices are to be made online via the School Bytes Parent Portal.

Parent and Community Involvement

Parents and carers are encouraged to take an active role of support in all school activities. If you can assist the school in any way, we would love to hear from you. Any assistance is greatly appreciated and is of considerable benefit to the students in the school.

Some examples include:

- helping in the classroom
- involvement with the P&C and its committees, eg. uniform shop, canteen
- fundraising and social activities
- the teacher/librarian always welcomes permanent or casual helpers



- the school's gardening group or at working bees
- carnivals.

Parents and Citizens Association (P&C)

The school's Parents and Citizens Association (P&C) meets on the second Tuesday of each month at 7:00pm. At the P&C meeting, a brief report is given by the Principal on school activities and matters of interest related to the school. Fundraising and social activities are arranged, which are greatly enjoyed by all who attend. Parents and carers are encouraged to be actively involved.



A wonderful example of parent and carer involvement in the school is the Storybook Garden. Completed in 2014, the garden drew on the guidance of some artistically talented parents and the hard work of a dedicated group of volunteers who created and installed the artwork and planted the garden. It is a beautiful feature of our school playground and reflects the commitment of parents to make a difference to our students' school experience and improve our physical environment.



Performing Arts

Performing arts play an important role in the school. A regular feature of our assemblies is the presentation of a class item. In addition to the music and drama activities conducted in each class, extra-curricular activities such as drama groups and choirs are provided if the necessary staff expertise is available. From time to time groups may audition for various festivals.



Positive Behaviour for Learning (PBL)

The philosophy of PBL aims to improve learning and behaviour outcomes for all students. The PBL philosophy creates sustainable school-wide systems of support that acknowledge the link between positive behaviour and enhanced learning environments. PBL increases student engagement and learning by increasing 'on-task' behaviours and decreasing distractions in the learning environment. The result is a positive school environment in which students' academic and social outcomes are improved through increased teaching time and consistent behaviour expectations.

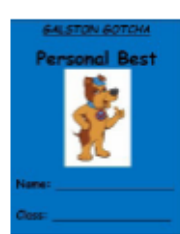
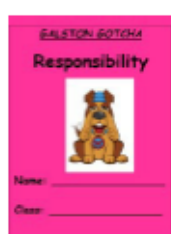
Galston Public School expects a high standard of behaviour from all students at all times. To ensure consistent positive behaviour and academic success, we uphold our three PBL values of 'Respect, Responsibility and Personal Best.' The school follows a consistent behaviour and reward system to reinforce the three core values. The following flow chart highlights the school's positive reward system.

At Galston PS we can be rewarded for doing many things when we are demonstrating



RESPECT RESPONSIBILITY PERSONAL BEST

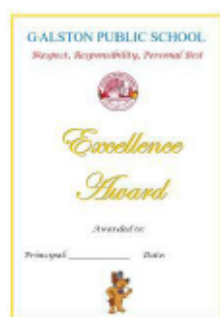
We can receive our Gotchas when we are following our 3 school values in the classroom or in the playground



The five Gotchas can be made up of any colour combination.

Gotchas go into the weekly prize draw as well as toward the whole school reward each term.

When we get 15 Gotchas we receive an Excellence Award



Excellence Awards are awarded at School Assemblies (Weeks 2, 4, 5, 8 and 10 of each term). Excellence Awards are kept at home, and when students have received 3 Excellence Awards they are to hand them in to the front office to be processed ready for presentation of their next badge.

When we get 3 Excellence Awards we receive a Badge
(Once a badge is received, the process begins again and the student works toward their next level/colour of badge)

Badges are awarded at School Assemblies in Weeks 5 and 10 of each term. Students receiving badges and their parents/caregivers will be invited to attend the Principal's Afternoon Tea prior to each PBL Badge Assembly.

Galston 'Gotcha' Tokens

Galston 'Gotcha' tokens are used to reward positive behaviour both inside and outside the classroom. As well as in class, Gotchas are handed out during assemblies, sport, SRE/SEE, lining up, walking around the school and in the playground. Children write their name on these tokens and keep them in a box in their classroom.

Once a week, a draw is conducted at the K-6 COLA Assembly and winners select a prize from the prize box. Once a term, a whole school reward is also implemented based on students K-6 achieving a set number of Gotcha tokens.

Merit Awards

At each K-6 Assembly, teachers give out three merit awards to students in their class. These merit awards do not form part of the school's positive behaviour reward system, but are an opportunity for teachers to recognise individual students' achievements.

Special Religious Education (SRE) and Special Education in Ethics (SEE)

SRE and SEE instruction is held each Wednesday morning. Catholic and Combined Christian religious education classes are available. The religious instruction is provided by volunteer lay teachers approved by the respective religious governing bodies. All Catholic and Combined Christian classes join together for combined Easter and Christmas scripture services.

Ethics classes are available as an alternative to religious education. Ethics instruction is provided by trained volunteers.

Reporting to Parents

Many opportunities are provided to report on student progress throughout the year, including parent information night, formal interviews and school reports. Parents and carers are encouraged to discuss with teachers any issues regarding their child's development in either formal or informal settings. Teachers may also contact a child's parent or carer to provide updates and arrange meetings to discuss student progress if required. All classroom teachers and support staff are available to discuss children's progress and any areas of concern. Please make an appointment with the class teacher at a mutually convenient time. Requests for interviews with the Principal, Assistant Principals or general enquiries may be made through the school office.

School Assemblies

A whole school assembly, run by the School Captains and Vice Captains, is held on Fridays at 2:20pm in Weeks 2, 4, 5, 8 and 10 of each term. Parents and carers are welcome to attend, particularly if their child is performing in a class item or receiving a PBL award.

A Presentation Assembly is held at the end of Term 4 to celebrate the achievements of students throughout the year.

School Contribution – Statement of Account

The Statement of Account is delivered via School Bytes at the beginning of Semester 1 (covering terms 1 and 2) and Semester 2 (covering terms 3 and 4). Each statement contains enrolment and activities items including excursions, incursions and events. Contribution provides resources to

enhance teaching and learning experiences and programs. Families can pay as one amount or in instalments if required.

School Hours

8:55am - 9:10am	Fitness
9:10am - 11:10am	Morning learning session
11:10am - 11:40am	MORNING BREAK (10 min eating + 20 min play)
11:40am - 1:40pm	Mid morning learning session
1:40pm - 2:20pm	AFTERNOON BREAK (10 min eating + 30 min play)
2:20pm - 3:00pm	Afternoon learning session

Students are not encouraged to arrive at school more than five or ten minutes before the morning bell.

Sickness and First Aid

Students who become ill or are injured during the day at school are attended to by the office staff, who will contact a child's parent or carer if necessary. Please keep the school up-to-date with any medical conditions or needs your child may have and associated medical action plans, eg. anaphylaxis, allergy or asthma.

Sport

The school provides a wide range of sporting activities. We conduct annual carnivals in Swimming, Cross Country and Athletics. From these carnivals students may qualify to represent the school at Zone (Beecroft PSSA), Regional (Sydney North PSSA) and State level (NSWPSSA). The school provides opportunities for talented students to try out for various Zone and Regional team sports and enters selected NSWPSSA State Knockout competitions and gala days.

Each year during Term 3 we participate in interschool PSSA sport in netball and league tag with a number of local schools. From time to time, sporting bodies send their development officers to Galston to conduct coaching or skills clinics with the students. Regular fitness sessions occur each week and may involve running and aerobic exercises. As well as being good for students' health, research indicates that physical activity benefits academic achievement.

Weekly sport is usually conducted on Fridays for Years 3-6. The program includes skills, modified and minor games, and major games in accordance with the PD/H/PE curriculum. Some of these activities may vary from year to year according to the special expertise of staff, and the facilities and equipment available to the school. K-2 classes usually have sport on Tuesday or Friday. The activities are designed to develop fundamental movement skills. Minor games skills are also taught. K-2 attend the Cross Country and Athletics carnivals.



Student Representative Council

Two Student Representative Council (SRC) members are elected from every class from Years K to 6 to attend meetings and report back to the class on the decisions that the SRC has made. They engage with the student body and staff to ensure that the interests and views of all students are represented and addressed. The SRC is responsible for fundraising for various charities selected throughout the year.



The School Leaders are honorary members of the SRC, providing support as well as being ambassadors for our school.

Student Supervision

Children are supervised before school and during recess and lunchtimes. Teachers commence morning supervision at 8:30am. Students should not arrive at school before this time. It is important that students are punctual in arriving at school. Late arrivals cause interruptions to the whole class, as well as disadvantaging the students who are late. It is beneficial for students to arrive at school approximately ten minutes before the bell sounds. This will provide a chance to get their school bags in place, speak to the teacher if necessary, and perhaps have a chat with classmates and friends.



No teacher supervision is provided after school, other than for bus students who are accompanied to the bus stop by a teacher.

Technology

With interactive whiteboards in every classroom, and wireless access, iPads and laptops in all learning spaces, we are well equipped for students and teachers to integrate technology into all key learning areas. Teachers continually develop their skills to provide opportunities for students to use technology in relevant and engaging ways to enhance future-focused learning skills.



Uniform

It is school policy, and community expectation, for children to wear full school uniform every day, including a school hat. We are a sun-safe school and have a 'No Hat - Play in the Shade' policy.

School uniform is available from the uniform shop which is run by the P&C and volunteer-staffed. All profits are used by the P&C for the betterment of the school. Opening hours are available from the office and appointments may be made. Orders can be made online via Flexischools.



Boys – Summer

- Pale blue short-sleeved shirt
- Grey shorts
- Blue socks
- Black leather shoes

Boys – Winter

- Pale blue long-sleeved shirt or pale blue skivvy
- Grey trousers
- Maroon bomber jacket, maroon tracksuit, maroon jumper or cardigan
- Blue socks
- Black leather shoes

Sport – Boys

- School sports polo shirt with school logo
- Maroon shorts
- Sports shoes

Girls – Summer

- Blue checked dress, or pale blue short-sleeved shirt and maroon culottes
- Blue socks
- Black leather shoes

Girls – Winter

- Pale blue long-sleeved shirt with Peter Pan collar, or pale blue skivvy
- Maroon checked pinafore, or maroon slacks
- Maroon bomber jacket, maroon tracksuit, maroon jumper or cardigan
- Black tights, or blue socks
- Black leather shoes

Sport – Girls

- School sports polo shirt with school logo
- Maroon pleated skirt, or maroon shorts
- Sports shoes



School Creed

This is our school, let peace dwell here,

Let the rooms be full of contentment, let love abide here:

Love of one another, love of mankind, love of life itself, and love of God.

Let us remember that, as many hands build a house, so,

Many hearts make a school.



