



# **School Information**

**(Reviewed  
December 2021)**

# Contact Details

## Address



Corner Commissioners Drive and Willowdale Drive  
DENHAM COURT NSW 2565

## Internet



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

## Email



Denhamcourt-p.school@det.nsw.edu.au

## Phone



8777 3222

## Facebook



<https://www.facebook.com/DenhamCourtPS/>

## Twitter



<https://twitter.com/CourtDenham>



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*We would like to acknowledge the Dharawal people who are the traditional custodians of this land; and recognise their continuing connection to land, waters and community. We pay our respects to them and their culture; and to Elders both past and present for they hold the memories, the traditions, the culture, and hopes of Aboriginal and Torres Strait Islander peoples across the nation.*



# A-Z of our school



[Access to staff](#)

[Accidents](#)

[Attendance](#)

[Additional needs](#)

[Before and after school care](#)

[Behaviour code for students](#)

[Bicycles](#)

[Canteen](#)

[Casual teachers](#)

[Catchment zone](#)

[Child protection](#)

[Communication](#)

[Counsellor](#)

[Digital platforms](#)

[Driving and parking](#)

[Emergency information](#)

[English as an additional language dialect](#)

[Excursions](#)

[Extra curricular activities](#)

[Health](#)

[Hints for parents and carers](#)

[Immunisation](#)

[Inclosed land act](#)

[Infectious diseases](#)

[Interpreters](#)

[Kiss and drop](#)

[Learning support](#)

[Learning hub design](#)

[Library](#)

[Lot Property](#)

[Medication](#)

[Mobile phones](#)

[Money](#)

[Nut aware](#)

[Orientation and transition](#)

[Parents and citizens association](#)

[Parent and carer volunteers](#)

[Parent and visitor parking](#)

[Photographs](#)

[School sport](#)

[Playground](#)

[Scripture](#)

[Policies and procedures](#)

[Student financial assistance](#)

[Release from face to face](#)

[Support classes](#)

[School development days](#)

[Toilets](#)

[School holidays](#)

[Uniforms](#)

[School hours](#)

[Weather](#)

[School office](#)

[Work health and safety](#)

## Access to staff

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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 arrange a convenient time if an extended interview is required.

## Accidents

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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.

## Attendance

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Students are required to attend school every day. School commences at 9:10am and concludes at 3:10pm. Teacher supervision of the playground commences at 8:40am.

Children who arrive after 9:10am must report to the office to obtain a late slip and will be recorded as 'partially absent' on the 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. The parent/carer will sign the early leave register. Please note children will not be permitted to leave the school within the hours of 9:10am – 3:10pm without an adult.

When a child is to be, or has been absent, please notify the school via School Bag, phone, email or note when the child returns to school. Extended absences must be approved by the principal.

## Additional needs

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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

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Before and after school care provides children with fun, play-based learning experiences that meet all your family's needs. You can be confident that your child is in safe hands with experienced and passionate educators. Whether your child attends Before and After School Care daily or only occasionally, each visit is an exciting new adventure with healthy, nutritious food, awesome clubs, activities and so much more.

The before and after school care provider for Denham Court is WHOOSH. They can be contacted through the school website.

## Behaviour code for students

[illegible]

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

## Bicycles/Scooters

Students are permitted to ride bicycles/scooters to school. They must wear an approved helmet and obey the road rules. Students are not permitted to ride in the school grounds and must leave them in the designate 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

Denham Court Pubic School canteen provider is Fresh Start Canteens.

Fresh Start Canteens cater for many dietary Requirements. The menu and ordering information is available on the school website.



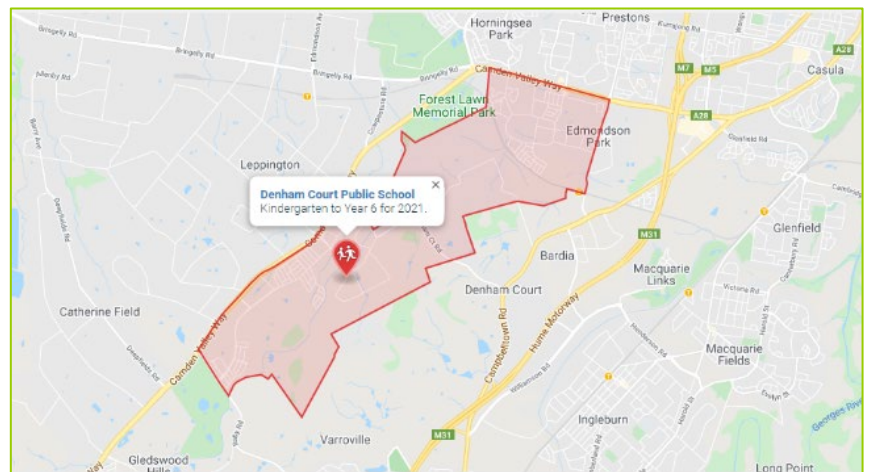
# Casual teachers

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.

# 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 is 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 Denham Court 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.



# Child protection

Child Protection lessons are mandatory for all NSW schools to deliver. Denham Court Public School teachers follow the Department of Education policy and procedures in ensuring every child is safe.

All visitors to our school are required to sign in at the front office. All people working with children are required to have a Working with Children Check.

# Communication

Parents/carers are asked to read all materials uploaded to the school website in order to remain up-to-date about events, key dates and school programs. The main communications methods are:

- [School website](#) – updated periodically with galleries, newsletters, policies, procedures and forms.
- [Facebook page](#) – updated as required celebrating school successes and events.
- Skool Loop – All newsletters, news alerts, excursion information and hub sharing is done through this platform. Download is free from your app store.

# 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

# Digital Platforms

Our students will be utilising the Microsoft platforms such as Teams and OneNote 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 are designated 'kiss and drop' zones on Elkhorn Street and Commissioners Drive 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 entrance on Commissioners Drive. Rangers from Campbelltown City Council as well as the Campbelltown Local Area Command enforce road and parking rules around the school.

Please, prioritise safety over convenience to keep all of our students safe.

# 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 so please ensure this information is also up to date



# English as an additional language dialect (EALD)

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The school provides the English as an Additional Language or Dialect (EAL/D) services for those children who are identified as requiring additional help in learning English. Children are supported in the general classroom with specialised support and resources.

## Excursions

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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 but 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.

## Extra curricular activities

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As Denham Court Public School enrolments increase and student interests are identified, a range of extra-curricular activities will be available to maximise students' schooling experience and engage in areas of interest.

Extra-curricular opportunities that may be, but not limited to: Dance group, Choir, Representative sporting teams (PSSA aligned with Razorback Zone), Debating, Chess Club and gardening.

## Health

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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. Please notify us of any issues regarding your child's health and if necessary an Individual Health Care Plan can be completed. 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.

## Hints for parents and carers

- Be punctual. Children need to be at school ready for an 9:10am 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 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 <https://www.servicesaustralia.gov.au/individuals/subjects/self-service> 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 Act. 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.

**Corona Virus** – A student who tests positive for Coronavirus will be asked to refrain from attending school until they obtain a medical certificate confirming they are free of the disease. The school must be immediately notified.

**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.

**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.

**Ringworm/Scabies** - Re-admission to school after appropriate treatment has commenced. A medical certificate detailing treatment is required.

**Whooping Cough** - Exclusion from school until fully recovered. Minimum exclusion 3 weeks from onset of whoop.

Further information can be obtained at [Department of Education-Infectious Diseases](#)

## 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 Elkhorn Street and Commissioners 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 two minutes. You're required to remain in, or within three metres of your vehicle. Days and hours of operation apply to the zone at Denham Court 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.

## 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

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Denham Court Public School has 44 flexible learning spaces to facilitate new ways of teaching and learning. 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.

## Library

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The school library is open to all students. All children in K-6 must have a waterproof library bag when borrowing. Class lessons are scheduled each week. The library has a comprehensive range of books and resource items that are constantly updated. Children can visit the library at lunchtime for extra research and borrowing.



## Lost Property

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It is essential that all clothing and personal possessions are clearly marked with the owner's name. Labelled items will be periodically returned from lost property, but items that are unnamed at the end of each school term will be disposed of or donated to a second-hand clothing pool.

## Medication

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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

The NSW Government has banned mobile phone use during school hours at public schools and therefore the school strongly advises that mobile phones 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

Our preferred payment option for school events and contributions is via the school website payment portal <https://denhamcourt-p.schools.nsw.gov.au/payment.html#/student-details>. We understand that children often need to bring money to school for special activities, excursions and activities. Money should be in a sealed envelope with the child's name, class and activity e.g. Zoo Excursion printed on the outside and delivered to the secure payment box in the 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 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.

# Parents and Citizens Association

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We will be working towards establishing our first P&C group during 2022. A Parents & Citizens Association (P&C) is an autonomous school-based organisation that works closely with the school and its community to achieve three main objectives: 1) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and 2) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school. 3) to encourage parent and community participation in curriculum and other education issues in schools where there is no school council.

A P&C Association has unique status in NSW public schools under legislation giving it the ability to work with the school in ways that are not possible with other groups. When a P&C works in positive cooperation with the school great things can be achieved for the children, the school and its community.

## Parent and carer volunteers

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When Covid 19 restrictions lift further the school will encourage The school encourages support from its parent/carers community. If you have any spare time there will be an opportunity to help in some area as a reading tutor, accompanying class groups on excursions, covering books in the library, assisting in the canteen and maintaining the school grounds. In order to assist in our school you must obtain and present a Working With Children Check prior to assisting. Your help is always valued and appreciated. The Working With Children Check can be obtained [here](#).

## Parent and visitor parking

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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.

## Photographs

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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

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The playground features grassed areas, a multi-purpose court, and Covered Outdoor Learning Area (COLA). 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

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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 (RFF)

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Every full-time teacher employed by NSW Department of Education is entitled to two 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 with another teacher. Note that teachers in their first two years of permanent teaching, and executive staff may be entitled to additional RFF time.

## School development days

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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 two days of Terms 1, the first day of terms 2, 3 and 4. The before and after school care centre operates on these days for working parents/carers.

## School holidays

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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 hours

## School Operating Hours

9:10-3:10

Morning supervision: 8:40-9:10

## Office Hours

8:40-3:30



## Break times

	Kindergergaten-2	Year 3-6
Break 1	11.40-12.10	11.10-11.40
Break 2	1.40-2.10	1.10-1.40

# School office

The school office is open between 8:40am and 3:30pm 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 3:30pm. 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 Communities and Justice.





# School sport

The school will offer 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 endeavors to foster team spirit.

Students at Denham Court 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 Denham Court at the Macarthur Zone District carnivals.

It is our intention to have full involvement in the PSSA interschool sport competitions where students will have the chance to trial for school teams and compete against other local schools, however, this will be dependent upon the growth of our school and the students who are able to commit to participating.

It is important to understand that it is not organisationally possible to field teams in all available sports within the PSSA structure until the school grows.

Sport will be held on Friday for years 3-6, K-2 teachers to advise.



# Scripture/SRE

Students receive Special Religious Education provided by visiting teachers each week. Should you not wish your child to participate in these lessons, the option of non-scripture is available. Non-scripture is an opportunity for students to continue with independent study or reading.



# 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 participate in excursions that otherwise may not be affordable. Arrangements for confidential financial support are available through the principal.

## Support classes

Denham Court Public School has facilities for four support classes for students with disabilities. The provision of enrolment in these classes is coordinated through the Department of Education. Applications are submitted by the Principal of the student's local school on behalf of the parents. Where possible, students in support classes integrate with mainstream classes to enhance social competence and to drive a culture of inclusion.

## Toilets

The school is equipped with sufficient toilet facilities that are located on the end of each Homebase, with additional toilets on site for students and adults who require additional assistance. Students are encouraged to visit the toilet during scheduled breaks. Kindergarten classes visit the toilet at additional times throughout the year altogether. Adults are not permitted to use the children's toilets.

## Uniforms

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:

<https://www.picklesschoolwear.com/school/denham-court-public-school>

or

Pickles Uniforms

[www.picklesschoolwear.com](http://www.picklesschoolwear.com)

Go to the SHOP ONLINE SCHOOLS drop down menu and Denham Court Public School



# Weather

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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. If the 3:10pm bell rings during a heavy storm, the Principal may determine to keep students indoors until the storm passes.

## Work health and safety

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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 school Facebook page and Skool Loop app. 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.

