



INTERNATIONAL
GRAMMAR SCHOOL



THE IGS Parent Guide

The alphabetical “at a glance” IGS Parent Guide is designed to help parents and caregivers of students in Kindergarten to Year 12 find out basic information about school life. If any details are unclear or you have suggestions about additional sections, please [email the Director of Media and Communications](#).

Please note that the advent of the COVID pandemic in early 2020 means some IGS practices listed below may need to change from time to time at short notice, and we thank our community for their cooperation. [View IGS COVID safe details here](#).

Please ensure you keep up to date with events, achievements and other IGS news and opportunities for your child.

The [Parent Lounge](#) is a useful source of information, with links to Notices, a Calendar, Engage, Operoo, the Canteen, Out of School Hours Care (OSHC) details, clubs and extra curricular activities, the Uniform Shop, the IGS payments gateway, and Parents, Teachers and Friends Association (PTF) news and events.

Please also read the InFocus e-newsletter and Primary School Head of Stage Spotlight newsletters each week during term time. (You may need to check your spam folder from time to time.)

Please contact communications@igssyd.nsw.edu.au if you require assistance to view the Parent Lounge or are not receiving *InFocus* or *Spotlight*.

Absence and leave

Please contact the School in the morning if your child is going to be absent from school. When they return to school, it is a requirement that parents provide an explanation of why the child was absent from school.

Send an email absences@igssyd.nsw.edu.au OR reception@igssyd.nsw.edu.au. You can also call Reception on 9219 6700. If your child arrives after 8.45am, they need to sign in at Student Reception on Level 1.

If you collect your child early from School you must sign them out at Student Reception. It is also helpful to let your home class teacher (primary school) and tutor (high school) know in advance by email.

In the event that your child requires leave from school you must first complete a leave form. Please email reception@igssyd.nsw.edu.au to receive a form.

Anaphylaxis, allergies and medical conditions

IGS is committed to providing a safe learning environment for all our students and in particular to minimise the risk of allergen exposure.

There are several children in the School for whom the ingestion of nuts, eggs and fish in particular, or even contact with them, could lead to serious health consequences. We ask parents to be mindful of this and support the message we deliver to children that food and drink must not be shared.

For the same reason, pets are not to be brought into the School. Some children who attend IGS have major reactions to pet hair.

If your child has any allergies or medical conditions, you must let the School know. You will need to provide this information, along with action plans via [Operoo](#). You may follow up with a phone call or make an appointment to see the Head of Year or Head of Stage.

Attendance

Students should be at school unless:

- they have a medical certificate which states that they are unable to return to school due to an ongoing medical condition and the expected timeframe
- they are currently unwell.

In accordance with advice from NSW Health, parents and carers are reminded NOT to send children to school if they are unwell, even if they have the mildest flu-like symptoms.

NSW Health has requested that schools encourage anyone who is unwell or has even mild flu-like symptoms, to arrange to be tested through their local medical practitioner or one of the COVID-19 clinics.

Students and staff with flu-like symptoms will need to be tested and provide a copy of a negative COVID-19 test result and be symptom-free before being permitted to return to school.

Students who do not undertake a COVID-19 test will not be permitted to return to school for a 10-day period. Additionally, they must be symptom-free for at least 3 days prior to returning to school.

Students who have seasonal allergic rhinitis or another condition that presents similarly to flu-like symptoms are still required to get tested for COVID-19 and return a negative test result.

Where their symptoms continue beyond 10 days, students should provide documentation from their GP confirming their symptoms are typical for their condition. If the student develops new or changed symptoms, they should get tested for COVID-19. Find more information about COVID-19 symptoms

IGS is vigilant when implementing infection control, physical distancing and personal hygiene protocols to protect the health and safety of students and staff. Measures undertaken include promoting to students the need to follow good hygiene practices such as:

- regularly washing hands.
- avoiding sharing drinks or food.
- coughing or sneezing into their elbow, or a tissue which should be discarded immediately.

Students will be supported to learn from home in the following circumstances:

- If they are required to self-isolate due to being a close contact of a positive or suspected COVID-19 case.
- Where the school is directed under public health advice to only remain operational for children of essential workers if an outbreak of COVID-19 was to arise in the local area.

Assemblies

Assemblies take place regularly during term time. (For COVID safety, parents currently do not enter campus, and students attend in stages, rather than mixed year groups.)

B

Bicycles

Unless there are signs that specifically prohibit them, bicycles may be ridden on the footpath by:

- Children under the age of 16
- Adults supervising a child under the age of 16
- Children 16 years and older with an adult accompanying another child under the age of 16.

All bicycle riders may ride on a shared path. When riding on a footpath or shared path, riders must keep left, overtake on the right and give way to pedestrians.

Riders must make sure to take care around pedestrians. Parents and carers may need to actively guide and supervise children to ensure that they do not endanger other people. They may need to slow down or dismount in busy areas.

C

Canteen

Orders for the IGS Canteen can be made via the Flexischools system.

[View the menu and find the ordering link here.](#)

Clubs: Primary School

Students from Year 1 to 6 can participate in the Clubs program. Please note that some of the sport training sessions are available to Kindergarten children.

Clubs usually start in Week 2 of Term 1, then Week 1 of Terms 2 to 4. Parents and caregivers need to sign up their children to Clubs each term via [Engage](#). Please contact Head of Out of School Hours Care (OSHC) David Engelbert at davide@igssyd.nsw.edu.au for assistance.

Counselling

As wellbeing is a focus at IGS, all children and their parents have access to the IGS counselling team. Contact Director of Counselling Services Joseph Degeling at counsellors@igssyd.nsw.edu.au or on 9219 6976. The IGS Counselling Suite is on Level 1 of the Reg St Leon Building (4-8 Kelly Street) near Student Reception. View the Parent Lounge [Wellbeing Hub](#) for useful resources.

Driving: delivery and collection procedures

Peak times: 8am to 9am, and 3pm to 4pm

In our busy location, at the peak times of 8am to 9am and 3pm to 4pm, a key factor in our efforts to ensure the safety of our students is the cooperation of parents and caregivers who drive their children to and from school. It is imperative that all parents and caregivers who deliver and collect their children at the School follow these procedures in an effort to minimise the risk of accident or injury at drop off and pickup times.

Our procedures have been trialled extensively and rated highly effective by the City of Sydney Council and the NSW Police.

Morning driving delivery procedure

Eight No Parking spaces are available directly in front of the Reg St Leon Building. Parents must pull up as far towards the Kelly Street pedestrian crossing as permissible. Parents are NOT to leave their car. Students are to disembark the vehicle and enter the Reg St Leon Building. Parents are to drive away as soon as it is safe to do so

Afternoon driving collection procedure

No parents are to leave their vehicle. If your child does not approach your car then you must drive around the block and come back to one of the eight designated spots in front of the

School. On a rotating roster, two supervising teachers are assigned to assist at Drive By (see more below).

Children collected via the “car-line” are called when the teacher on duty sights your vehicle with your name sheet visible.

When asked to drive on by a staff member on duty, please do so without hesitation and remain in your vehicle.

Do not queue across the driveway or overhang “No Stopping” signs.

On the footpath, the area in front of the school needs to remain clear.

Parents of Kindergarten to Year 2 students who are on foot are to wait for their children should wait near the mosaic on the front wall of the School.

Parents of Years 3 to 6 students who are on foot should wait near the Early Learning entrance.

Wet weather procedures

Rain, roads, people and school pickup/drop-off times do not mix and safety risks are accentuated at these times. It is essential for everyone to take a little more care during wet weather conditions. IGS staff take extra precaution in wet weather to maximise safety.

Children assemble under the shelter of the covered area near the school gates where parents can collect their child/children. To avoid unnecessary restrictions to the flow of people entering

and or exiting the school grounds, it is requested that parents/caregivers refrain from standing on the pathways or in front of the gate while waiting for their child/children.

Drive-by

The IGS drive-by system allows parents of Primary School students to collect their child from Kelly Street. PTF volunteers prepare and distribute a car visor ID to Primary School parents, showing their child's name and class. Please keep these ID cards in your car. Drive-by procedures are printed on the back. We strongly encourage everyone to follow these guidelines to maximise the safety of all students and staff.

Parents must follow the directions of staff on duty.

E

Early arrival supervision

The school gates open to students at 7.30am. Primary students who arrive before 8am must go to early drop off supervision on Level 4 in the Reg St Leon Building.

H

Homework

Please contact your child's teachers if you have specific questions about homework. Teacher and tutor names appear for each subject on your child's timetable. You can contact them directly or leave a message with reception at reception@igssyd.nsw.edu.au which will be passed onto the teacher or tutor. Homework help may be provided for Primary students during [Out of School Hours Care](#).

IGS Way

The IGS Way supports a positive culture and a framework for children throughout the School to live and breathe our values and philosophy.

Good behaviour is encouraged at IGS through the IGS Way in the Primary School and High School and through the High School Behaviour Ticket System. IGS recognises its duty to students to provide a safe and positive learning environment where diversity and individual differences within the school are accepted and respected.

Bullying is not tolerated at IGS. For more background information about the IGS Way see [here](#).



Lost property

All lost property items are collected on the ground floor of the Reg St Leon building in the cupboards “under the stairs” opposite Reception. We thank PTF volunteers for their work returning named/labelled items to students via home class teachers. Please label ALL school items clearly, particularly while no parents may enter our campus due to COVID.

Medication

Prior arrangements must be made with the school if a student needs to take prescribed medication during the school day.

IGS staff will only administer prescription medication or medications when the request is accompanied by a medication form which parents complete when dropping off their child, or by a medical action plan (see below). All medicine should be in the original packaging, clearly labelled with the child’s name and doctor’s instructions. Always hand any medication to the class teacher (in Early Learning and the Primary School) or with Student Reception (in the High School) rather than leaving it in your child’s bag.

In the case of specific medical conditions, parents are required to disclose any information related to past and current medical conditions so that we can ensure appropriate health and safety measures are in place to support your child. At IGS we have specific guidelines related to the Management of Anaphylaxis, as well as management of Asthma and Diabetes. If your child has a medical action plan, we will require a copy of this plan signed by your child’s doctor and with a current photo attached for identification purposes. We will then establish an individualised risk minimisation plan for you and your child.

Sick Bay is at Student Reception on Level 1 of the Reg St Leon Building at 4-8 Kelly Street.

Mobile phones

Primary students should not need a mobile phone. If they do have one, they cannot use it during the school day except with the permission of their home class teacher.

Parents should avoid ringing or sending text messages during class time. If there is an urgent message, please notify Reception at reception@igssyd.nsw.edu.au or on 9219 6700 who will pass on the message for you.

(Students in Years 7 to 9 must lock their mobile phones in their lockers from their arrival at school until the end of the school day. The use of headphones, earphones or earbuds during the school day is also prohibited. Students in Year 10 must also have their mobile phones

locked away, except when they leave the campus at recess and lunch. Students in Years 11 and 12 should not have their phones out at all during class time, but are permitted to use them during study periods at the discretion of their teacher.)

Music

Visit the Parent Lounge [Music Hub](#) to find out more about Music.

In addition to in-class music, Choir is available from Year 1, and many other groups are offered in later years. When students enter Year 4 they will begin the compulsory IGS Band/Ensemble program (Training Band and String Ensembles) which continues into Year 5 (Bay Street Band and String Ensembles). The Year 6 Kelly Street Band is optional.

As roll call is taken between 8.35am and 8.45am each day, and teachers cannot mark a child present without actually seeing them, please note that if your child has an individual music tuition lesson at IGS at 8.30am, they must first visit Student Reception on Level 1 of the Reg St Leon Building (4-8 Kelly Street) to let them know they are present. Alternatively, the parent or carer may let the roll call teacher, or Reception, know that their child is at school.

This becomes important as an email is sent to parents if their child is marked absent from school. It can cause great alarm to parents in the above situation if they get an email and they know they took their child to school. Please assist us in this regard by following the above steps.



Operoo

Operoo stores confidential health information and is used by IGS to inform and collect consent from parents and caregivers for activities such as excursions, camps and sports carnivals. Sign into [Operoo](#) via the Parent Lounge and keep your information up to date. Please contact Reception@igssyd.nsw.edu.au for assistance with your Operoo account.

Out of School Hours Care

To assist our busy parents, supervised care is available from 7.30am to 6pm during term time. Find out about our Early Learning and Kindergarten to Year 6 2020 on the Parent Lounge [Out of School Hours Care page](#). For casual After Care bookings, please email extendedhours@igssyd.nsw.edu.au by noon on the day of the booking.

IGS also offers a wide range of [extra curricular activities](#) at lunchtimes and before and after school including Sport, Music, Drama and Clubs.



The Parents, Teachers and Friends Association (PTF)

The Parents, Teachers and Friends Association (PTF) is an engaged, friendly and innovative organisation actively involved in the School community. The purpose of the PTF is to connect parents, carers and teachers; support student and teacher-led initiatives; and provide services to the community.

IGS and the PTF Committee host quarterly School Community Meetings. All parents and carers are welcome and refreshments are provided. Details about PTF related activities and events can be found in [IGS Notices](#) and the [PTF Hub](#) on the [IGS Parent Lounge](#).

There are many ways to get involved in the School community, with varying time commitments. If you're interested in volunteering, please let the PTF know [HERE](#). You can also contact the PTF Committee at any time [by email](#).

PTF Representatives are parents and carers who volunteer to work in groups to organise social activities for their Year group. Reps are supported by the PTF Representative Coordinator. They also have access to a Representative's Manual, are invited to attend an introductory briefing and receive regular email updates throughout the year. To volunteer as a PTF Representative [sign up here](#).

PTF volunteers run regular "Rue Kelly" second hand uniform markets. To part of this team sign up here. The PTF also assists with the sale of musical instruments, textbooks and private second uniform sales with a community subscription to "[The Sustainable School Shop](#)". You can list any school items from uniform to text books, including sporting and musical items. The PTF pays the annual subscription fee so families can use it for free.

The PTF is represented by a Committee of around 15 parents from Early Learning, Primary and High School families. The Committee coordinates activities that support the School community. The PTF Committee meets twice a term. Nominations for the PTF Committee are sorted at the beginning of each year prior to the AGM which is held as part of the School Community Meeting in Term 1. Each year families make an annual contribution of \$20 to the PTF. To volunteer as a member of the PTF Committee [sign up here](#)

Parking

Ultimo is well known for its parking problems and traffic congestion. Since the City of Sydney's review of signage in the area, many parking restriction signs around IGS have been re-zoned. Please observe these signs at all times and endeavour to comply with restrictions indicated. Council rangers will issue infringement notices to cars parked illegally across driveways, in bus zones, in no stopping and specific parking zones. It is recommended that parents and carers seek parking at Broadway Shopping Centre and walk to School to collect their child/children after school.

Pedestrian Crossings

There is currently one pedestrian crossing for Kelly Street, and another for Mountain Street. Crossing supervisors employed by the Roads and Maritime Services assist our students to cross safely before and after school.

Payments

Many payments can be made via the [School Payment tile of the Parent Lounge](#) or please contact IGS School Accounts on 9219 6705.

Policies

[View our policies.](#)

Privacy

Please assist IGS to protect the privacy of all members of our community. Please do not take and share pictures of students other than your own child. IGS complies with the [Australian privacy principles](#). View our [Privacy Policy](#).



R

Reception

IGS Reception may be contacted at reception@igssyd.nsw.edu.au or on 9219 6700.

Road safety

Road safety education in the classrooms is implemented as part of the PDHPE curriculum.

Please view:

<https://roadsafety.transport.nsw.gov.au/downloads/keeping-our-kids-safe-around-schools.pdf>

<https://roadsafety.transport.nsw.gov.au/downloads/safety-on-wheels.pdf>

S

School hours

IGS is open from 7.30am to 6pm on weekdays during term time, with Out of School Hours Care providing supervision outside of school hours.

Early Learning classes commence at 9am and conclude at 2.45pm. All Early Learning children need to be signed in and out on a daily basis in keeping with the Education and Care Services National Regulations and to ensure the safety of your child. Only parents or legal guardians are permitted to drop off or collect children, unless authorised in writing by the child's parents or legal guardian. An "authorisation to collect" is included in your child's enrolment forms. Please update collection information throughout the year as necessary. Email early.learning@igssyd.nsw.edu.au to request additional forms.

Primary School roll call takes place in Home Classes between 8.35 and 8.45am each day, and students depart in classes between 3pm and 3.15pm.

Roll call is taken in High School Tutor Groups at 8.45am. High School concludes at 3.15pm, unless later classes are scheduled for senior students.

Sport and PDHPE

The aim of the IGS sporting program is to provide our students with an opportunity to develop movement skills, personal fitness, self-esteem and social wellbeing in a competitive and recreational setting. The program is designed to meet the needs of all students with challenging activities that allow them to work at their own level. Visit the Parent Lounge [Sport and PDHPE Hub](#) for more information.

Sun safety

IGS has a sun protection policy for students and staff to ensure appropriate sun protection behaviour is implemented. We are a recognised SunSmart School.

Did you know that Australia has among the highest rate of skin cancer in the world? Damage to our skin begins when the UV Index reaches 3 or more. It builds up year after year and increases our chances of developing skin cancer in later life. As students are at school during times when

ultraviolet (UV) radiation levels are highest, our School plays an important role in minimising your child's UV exposure.

We are committed to the future health and wellbeing of your children, and your support is very important if our sun protection policy is going to succeed. You can help by acting as a role model to your children, this includes:

- adopting sun protective behaviour such as Slip! Slop! Slap! Seek! and Slide!
- talking to your child about the importance of sun protection at home
- encouraging your children to adopt sun protective behaviour when the UV Index is 3 or above (visit www.myuv.com.au to find out your local sun protection times)
- sending your child to school with a broad-brimmed, legionnaire or bucket hat
- encouraging the application of sunscreen every morning. IGS has sunscreen available for students and staff at IGS and encourage its use when outdoor activities are undertaken.

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Term Dates

View the [Parent Lounge calendar](#) for Term Dates.

Textbooks and equipment

High School textbooks can be ordered online at www.campion.com.au or phone (02) 8905 8691. The IGS school code is J87M.

Travel passes

Transport for NSW manages the School Student Transport Scheme which can provide subsidised travel on trains, buses and ferries to and from school for eligible students. To apply for a School Opal Card go to transportnsw.info/school-students. During COVID, mask must be worn on public transport.

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Uniforms

View uniform information on the Parent Lounge [Uniform Page](#)