

Eastlakes Public School

Rise to the Challenge



School Information 2022



NSW
GOVERNMENT

Education



Eastlakes Public School

6 Florence Avenue, Eastlakes 2018

Ph: 9667 3659 Fax: 9667 4791

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

www.eastlakes-p.schools.nsw.edu.au

Meet our experienced and dedicated staff

Principal

Ms Tsantoulis

Assistant Principals

Ms Bell

Ms Goldspink

Class Teachers 2022

KW

Ms Whitten

1-KB

Ms Bell

2-1S

Ms Stanfield

2SC

Mrs Sippel

Mrs Carter

4-3DM

Ms Daisley

4-3M

Ms Maher

6-2H

Ms Harrison

6-5G

Ms Goldspink

6-5S

Mr Spencer

School Support Teachers

EALD

Mrs Taylor

RFF Library

Ms Roth

RFF Creative Arts

Ms Psarras

Learning and Support

Ms Santopietro

Mrs Benli

Bangla Community Language

Mrs Aktar

School Administration Staff

School Administration Manager

Mrs Peralta

School Administration Officer

Mrs Fitzpatrick

School Psychologist

Ms Hayden

School Learning Support
Officers

Mrs Ayan

Ms Prelec

General Assistant

Mr Markovski



All of our staff are happy to help with your inquiries. If you have any questions please do not hesitate to contact the school and arrange to make an appointment to speak with one of us directly.

This A-Z information handbook assists parents and carers in knowing about their child's school and the ways in which home and school can work together to build a strong partnership that is important to your child's success at school.

Appointments

Do have a concern or issue regarding your child at school? If your child is experiencing any of the following:

- Learning challenges or difficulties with homework;
- Socialising and interacting with other children in their class or grade;
- Bullying;
- Health issues or emotional challenges.

Your first port of call is always the class teacher. Your child's teacher has the most knowledge and understanding about your child's academic, social, emotional, physical learning needs at school.

Call the school on 96673659 or come in to the office staff to arrange a time to meet with your child's teacher.

Appointments to meet with the Assistant Principals or Principal need to be made via the office.

Assemblies

K-6 assemblies are held every Friday fortnight (even weeks) at 2pm held in the school hall. Certificates are presented, announcements, sports reports, class items and student work shared and students enjoy singing.

Attendance

Improving attendance is a key focus area in our school. Section 22 of the Education Act (1990) establishes that parents of children of compulsory school age are legally responsible for their regular attendance at school.

Schools have a major responsibility for supporting parents by implementing appropriate procedures for promoting and monitoring attendance.

Students are expected to attend all school activities, on time, every day the school is open.

Regular attendance helps your child:

- Develop the skills needed to access the world of work and other opportunities
- Learn the importance of punctuality and routine
- Make and keep friendships.

Sick Leave - If your child is absent due to sickness, a medical certificate is requested in addition to an explanation if the student has a history of unsatisfactory attendance.

Late to school - students arriving after the bell must report to the front office with their parents/carers. Lateness is recorded in the attendance register and a late pass is issued to the child before going to class.

School starts at 9am sharp.



Extended Leave Travel - Families are encouraged to take extended holidays during school vacation periods. If family holidays are taken during the school term an application for a **certificate of extended leave** must be made no less than 3 weeks prior to travel.

Copies of the travel itinerary or e-ticket are required with the application. Applications for extended leave – travel can be obtained from the office.

The principal will not accept a reason for travel during school term if it is not in the best interests of the student. Where the

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principal considers that the travel during the school term is appropriate a certificate of extended leave will be issued.

The certificate of extended leave must be carried with your travel documents.

Before and after school and vacation care

Eastlakes OOSH is operated by Jubilee Community Services. It runs every day during school term. Vacation care is available every school holiday.

For more information contact Emily Williams on **0490 074 816**.



Best Start

The *Best Start Kindergarten Assessment* is designed to identify each student's literacy and numeracy skills and understanding at the beginning of Kindergarten.

Best Start is inclusive: All children have the opportunity to participate. Teachers of students with confirmed disabilities and/or special needs are additionally supported in building a profile that informs quality teaching and learning programs for these students.

All Kindergarten students are assessed in Term 1 and parents receive a report and are invited to a meeting with their child's teacher to discuss assessment.

Birthdays

Birthdays are special and children love celebrating their birthdays with friends at school. If your child's birthday falls on a school day, and you wish to send something to school, **please consult the classroom teacher well in advance, as**

curriculum requirements cannot be interrupted. Be aware that some students in the class may have allergies to nuts, egg or dairy products.

Parents who would like to send a birthday treat can send cupcakes **OR** party bags, not both items. The teacher will endeavour to send these out with the class in the 5 minutes prior to breaks or home time.

Book Week

Book Week is held in Term 3 each year focusing on a theme set by the Children's Book Council.

At Eastlakes PS we hold a Book Character Parade where students dress up as their favourite book character and we enjoy an author /illustrator visit or performance.

A book fair is also held during Book Week where books are available for purchase.



Bullying

Bullying has three main features:

- Misuse of power in a relationship;
- It is ongoing and repeated;
- Involves behaviours that can cause harm.

Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert).

Our school adheres to the Department of Education's Bullying of Students Prevention and Response Policy.

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We embed lessons and programs for bullying prevention each year across K-6. Each year we participate in Bullying No Way Day of Action. <https://bullyingnoway.gov.au/>

Car park

The car park is for staff and delivery vehicles only. Parents must not use the car park to collect or drop off students. Students and parents are to enter and exit the school via the front gate.

Change of address or phone number

It is essential that you notify the school office as soon as you change address or if your mobile, home or work telephone contact number changes.

The school must also have the number of an emergency contact person in case you cannot be contacted.

Your details can be updated via the Change of Details eForm on the Skoolbag App, email eastlakes-p.school@det.nsw.edu.au or contact the school on 96673659.

Charities

Our school actively supports the Magrath Foundation (Pink Stumps Day) and Daniel Morcombe Foundation (Day for Daniel).

Child Protection

Students are taught lessons at their appropriate year level through the Personal Development, Health and Physical Education key learning area.

Class Structure 2022

See Appendix 1

Communication Guidelines and School Community Charter

See Appendix 2

Community Language

Bangla is the community language offered to students from this cultural background.

Students K-6 receive approximately 2 hours of community language during the school week. We have a qualified languages teacher.

Community Use of School Facilities

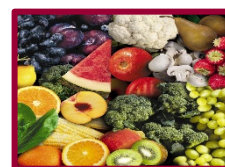
School facilities are available for use by the community for appropriate purposes and do not interfere with the school's provision for learning programs.

Community groups can apply for a community use agreement at the office.

Crunch and Sip

To encourage healthy eating, students bring fruit or vegetables from home to eat in class in the middle of the morning session around 10am.

We also encourage students to bring a bottle of water and allow them to keep it on their desk.



Curriculum

The primary curriculum is divided into six Key Learning Areas (KLAs). The syllabus for each KLA has outcomes and content arranged in four stages.

Apart from Early Stage 1 (ES1), each stage sets outcomes that the average student should achieve in a two-year period.

Some students will achieve the outcomes more quickly and some more slowly.

Early Stage 1: Kindergarten

Stage 1: Year 1 and Year 2

Stage 2: Year 3 and Year 4

Stage 3: Year 5 and Year 6



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NSW Education Standards (NESA) has worked closely with teachers and key education stakeholders to develop syllabuses that include the Australian curriculum content and further detail that clarifies learning. As a result of this work our syllabuses provide direction to ensure greater consistency between NSW schools.

Key Learning Areas

There are six key learning areas for teaching and learning:

- English
- Mathematics
- Science and Technology
- Human Society and its Environment (HSIE – History and Geography)
- Creative Arts
- Personal Development, Health and Physical Education (PDHPE)

The syllabuses identify essential knowledge, understanding, skills, values and attitudes that students are expected to develop in each learning area.

They are designed to provide flexibility for teachers to develop their teaching and learning programs to meet the needs of their students.

In addition to subject-based content, all syllabuses address important contemporary themes and general capabilities as students prepare to live and work successfully in the 21st century.

These include cross-curriculum priorities and general capabilities, and other learning across the curriculum areas identified by NESA

The cross-curriculum priorities in the syllabuses are:

- Aboriginal and Torres Strait Islander histories and cultures
- Asia and Australia's Engagement with Asia
- Sustainability

Custody

The Principal should be informed in writing, with copies of any issued court orders, about any legal or custody matters.

Informing the Principal and/or the class teacher of any major family issues can assist the school in supporting students, who may be affected.

In the absence of a court order, both parents have the right to be involved in their child's education.



Education Week

Education Week is celebrated in Term 3. Parents are invited to visit the school and during this time can view their children's work, observe classrooms in operation, and enjoy performances by the students.

English as an Additional Language and/or Dialect (EAL/D)

Our EAL/D teachers provide specialised learning for students from non-English speaking backgrounds. The EAL/D teachers work with class teachers to support students in class as well as providing small group instruction for more intensive lessons.

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Excursions and Incursions

At Eastlakes PS we enhance teaching and learning with relevant excursions and incursions.

Museums, the zoo, local parks, shopping centres, book week performances, sports skills, Drum Beats and Young Engineers are some examples of these programs that enrich and enhance the six-key learning areas of English, Mathematics, HSIE, Science and Technology, PD/H/PE and Creative Arts.

Every student is expected to participate in these programs. Notes are always sent home in advance.

Permission notes and payment are to be returned to school by the due dates.

Hats

The school has a "HAT ON – PLAY ON" policy in effect. This includes children attending sporting events and excursions. If your child does not have their school hat with them at school they will be required to stay and play undercover in the amphitheatre or COLA.

Health and Medical Matters

Accident, Injury or Illness – In the event of an accident, injury or illness one of the following will apply:

- Minor first aid will be administered in sick bay;
- If an illness or injury is more serious or needing medical attention the parent or carer will be telephoned immediately;
- In the event of a serious accident, injury or illness an ambulance will be called and parents or carers will be notified immediately.

It is important that you keep the school up-dated regarding your contact details and the emergency contact person.

Administration of prescribed medicines at school - Medication may not be administered to children by school staff unless a doctor prescribes it.

Parents need to obtain a letter from the GP and complete a request form for administering prescribed medication at school. Forms are available at the school office.

Ambulance Service – an ambulance will be called to transport a child to hospital should the need arise. Parents/carers will be called immediately. There is no cost to parents or the school if an ambulance is required. The NSW Department of Education pays a yearly amount to have ambulance coverage for all public schools.

Anaphylaxis, Allergies and Asthma – It is important to indicate on the enrolment form if your child has a doctor's diagnosis for any of these conditions. Parents are required to provide the school with a Health Care Plan for their child. Epi-pens and asthma medication is to be supplied with clear instructions regarding dosage information.

Asthma medication is stored in the sick bay so that easy access is assured if and when medication is required.

Epi-pens are kept with the student and the sick bay.

If anything changes in your child's condition, please notify the school immediately.

COVID-19 – In accordance with advice from NSW Health parents and carers are reminded **NOT** to send children to school if they are unwell, if they are showing any symptoms. These include fever, cough, sore throat, shortness of breath, runny nose, loss of smell/taste, muscle/joint pains, diarrhea, nausea/vomiting, extreme tiredness,

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unexplained chest pain or conjunctivitis (eye infection).

If symptoms occur at any time, you should not attend school and should undertake a rapid antigen test or PCR test.

Students who do not undertake a COVID-19 test will not be permitted to return to school for a 7-day period.

<https://education.nsw.gov.au/covid-19/advice-for-families>

Immunisation – The Public Health Act (1992) requires that parents provide documented evidence of a child's immunisation status on enrolment at school. All children enrolling for Kindergarten are required to provide the school with an immunisation certificate.

Infectious Diseases – Eastlakes PS is bound by NSW Health public orders and Department of Education (DoE) policies and procedures and provides parents with NSW Health information each year. New information from the DoE and NSW Health is disseminated through the newsletter.

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.***

Homework

Homework is a valuable part of schooling. It allows for practising, extending and consolidating work done in class.

Homework provides training for students in planning and organising time and develops a range of skills in identifying and using information resources.

Additionally, it establishes habits of study, concentration and self-discipline.

At Eastlakes PS reading is a significant part of homework we expect students K-6 read every night for at least 15-20 minutes.

Your child's class teacher will provide information about homework at the beginning of the school year.

Inclosed Lands Protection Act

All schools are protected by the Inclosed Lands Protection Act of 1901.

Any person contravening this Code of Conduct is advised that the provisions of the 'Inclosed Lands Protection Act (1901) and its amendments' will be followed if any of the following occur:

- Actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities;
- Behaviour in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors;
- Use of offensive language in the presence of students, staff or other visitors to the school;
- Any interruption to the learning environment of the school such as entering classrooms and or staff offices without permission;
- Persistent entry to the school site without permission or legitimate reason;
- Entering the school grounds without permission between 9.15am and before 2.30pm without presenting to the front office to sign in (unless there is a special event taking place at the school).

Please note:

In very rare cases, where people wishing

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to express concerns, do so in an aggressive, confrontational, threatening or violent manner; the Principal (or nominee) has the legal authority under the '**Inclosed Lands Act**' to:

- Direct the person to immediately leave the grounds.
- Call the police to remove the person should he/she refuse.
- Withdraw future permission (by letter) for the person to enter the grounds without permission of the principal.
- Seek further legal avenues.

Your cooperation is sought and appreciated in creating and maintaining a safe, responsible, respectful and happy school.

Kindergarten Transition to School

Kindergarten Transition to School is held in Term 4 for students entering Kindergarten the following year.

Students visit the school once a week over a 4 to 5-week period. The school runs a comprehensive program for both the children and their parents.

Information is sent to families towards the end of Term 3.



Late to School

Children who arrive at school after 9.00am must go to the office with their parent or carer to obtain a late note.

The late note is given to the class teacher. The student's arrival time and the reason for lateness is recorded. Patterns of late attendance can have negative effects on a child's learning.

The Home School Liaison Officer can be notified if there is a pattern of late arrival to school.

Some **unjustified and unacceptable reasons** for lateness include: slept in, eating breakfast, weather conditions, visiting family or minding siblings/other children.

Leaving school early

If you need to pick up your child early from school you are required to report to the office. A departure time and reason are recorded in the attendance register. It is recommended that medical and dental appointments are made out of school hours where possible.

Learning and Support

Students in regular classes who experience difficulties in areas of learning and behaviour, regardless of the cause are supported through our Learning and Support programs.

Students may receive additional assistance in literacy, numeracy, and behaviour.

Students do not need a formal disability diagnosis to access support through these resources.

The school's learning and support team can assist you with the identification of additional learning and support needs to ensure that the educational needs of your child are being met.

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Library

Students attend weekly lessons in the library. Student learning is enriched by information skills, literature and technology.

Students borrow from the library and use their library bag to care for books in transit.

A note will be sent home at the beginning of the year outlining how the library operates and the day your child will have his/her library lesson.

Lost Property

Please clearly mark all your child's belongings (jackets, lunch boxes, hats, shoes, socks, drink bottles etc) with their name and class. Make the labels as permanent as possible. Labels may need replacing during the year.

Items labelled found around the school are returned to the student. Non-labelled items are placed in the lost property tub, which is located near the canteen block.

Meet the Teacher

Meet the Teacher is an afternoon event held in the first few weeks of Term 1. Parents and carers are invited to join the class teacher to find out about the year ahead, class and school routines and expectations.

Mobile Phones

Students who bring mobile phones to school are requested to drop them off at the front office in the morning where they will be securely locked away for the day.

Students can pick up their phones at 3.00pm from the office.

If parents require a different arrangement, please make an appointment to see the Principal.

National Assessment Program for Literacy and Numeracy (NAPLAN)

Students in Year 3 and Year 5, participate in the National Assessment Program for Literacy and Numeracy also known as NAPLAN.

NAPLAN results provide important information to schools about what each student can do and used to support teaching and learning programs.

Parents receive a report indicating their child's level of achievement that is compared against the national minimum standard.

Non-Smoking Policy

Smoking is not permitted on school grounds, inside buildings or within four metres of the entrance to the school.

Smoking is banned in enclosed public areas in New South Wales under the Smoke-free Environment Act 2000 (NSW) and Smoke-free Environment Regulation 2007 (NSW).

Parents and Citizens Association (P&C)

The education of the students at Eastlakes PS is supported by the partnership between the school and our community, represented by the P&C.

All parents are encouraged to attend and be involved in discussions and decisions affecting the school and its students. The P&C meet twice a term.

Parent-Teacher Interviews

Parent-Teacher interviews are conducted in the last week of Term 1.

Teachers publish times for which they are available and parents choose the most convenient times for which they will be available to meet with their child's teacher.

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Parents are also invited to make appointments with teachers whenever there is a need to discuss student learning and or wellbeing.

Positive Behaviour for Learning (PBL)

See Appendix 3

Permission to Publish

The school uses photographs of your child and or their work in its communication activities and material for the purpose of promoting the school and public education.

Permission to publish is given by parents on enrolment.

Photographs

Professional school photographers take class and individual photos every year. Parents will be notified well in advance as photographs are prepaid.

Students from the same family may be photographed together on parents request.

Students must wear full school uniform on photo day.

Premier's Reading Challenge (PRC)

NSW Premier's Reading Challenge (PRC) aims to encourage a love of reading for leisure and pleasure in students, and enables them to experience quality literature. The challenge encourages student to read, to read more and read more widely.

Proof of Age

Original documents must be sighted upon enrolment. These can be a birth certificate and or a passport with a current visa or Australian citizenship documents.

Public Speaking

Public speaking is an important part of the English curriculum.

At Eastlakes PS students learn about public speaking and are provided with opportunities to prepare and present speeches to their class. On occasion students present speeches to bigger audiences including other classes, teachers and parents. From time to time, students also enter public speaking competitions such as the Multicultural Speaking Competition.

Reports

Written reports are provided to parents in June and December. In line with the NSW Department of Education Reporting to Parents policy and guidelines. Eastlakes PS reports note student achievement of outcomes in all key learning areas, application, personal and social development and participation in school activities.

School Hours

8.30am - 9am Supervision

8.30am - 3.30pm Office hours

9am - 11am Lessons

11am - 11.30am Recess

11.30am -1.15pm Lessons

1.15pm to 1.30pm Supervised eating time

1.30-2pm Lunch Playtime

2pm-3pm Lessons

3.00pm School finishes

The school accepts responsibility for students from 8.30am when staff supervises students in the amphitheatre until 3pm.

Any student arriving to school prior to 8.30am and are not enrolled in OOSH will be unsupervised and must sit on the benches in the amphitheatre.

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At 9.00am the bell rings and all students line up in their class lines ready to move off to class with their teacher.

School finishes for all children at 3.00pm and should be collected at that time.

If there is a change in the collection from school arrangement please let the school know in writing who will be collecting your child.

If you are delayed at work or in traffic please contact the school on 9667 3659.

School Newsletter

Eastlakes Edition is the school newsletter and is available on our Skoolbag App and via email. It is published fortnightly on a Friday.



School Psychologist

The school has the services of a qualified psychologist one day a week.

With parental permission students can be referred by the school or by the parents to the psychologist for assessment and/or further referral to external services.

School Security

Please report security incidents or any suspicious activity in and around the school during out of school hours, weekends and vacations to the **School Security Unit Hotline 1300 880 021**

Skoolbag – Eastlakes PS App

This mobile app allows parents and carers to quickly access information from the ease of their mobile device. **Download Skoolbag App at iTunes or Google play and search Eastlakes Public School.**

Social Media

Eastlakes Public School has official social media accounts:

Twitter

@EastlakesPS

@EastlakesPSEALD

Facebook Eastlakes Public School

Special Religious Education (SRE)

Each Thursday Special Religious Education classes (formerly known as scripture) are conducted by volunteers appointed by the various denominations using a syllabus they supply.

All SRE teachers have a current working with children check. Currently, Catholic, Protestant and Muslim SRE classes are available.

Children are placed in classes according to the information provided by parents on the enrolment form.

Children, for whom no religion is indicated, attend a non-SRE group. A teacher supervises these students during SRE time.

Sport and Physical Education

Students from kindergarten to Year 6 are involved in a wide variety of Sport and Physical Education programs through the year.

These may include the following:

- Swimming Scheme
- Cross Country Carnival
- Athletics Carnival
- PSSA Soccer and Netball
- Fitness/PE
- Tennis
- Got Game Athletics
- Soccer Skills
- AFL
- Gymnastics
- Dance2bfit
- Basketball

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Student Conduct Coming to School and Going Home from School

Eastlakes PS students should not:

- enter properties,
- walk through car parks or
- private gardens.

Students must stay:

- on pathways,
- be careful crossing driveways and
- follow road rules when crossing roads.

All students:

- are to use the pedestrian crossing at the front of the school when crossing Florence Avenue.
- should not talk to strangers.

Any incidents should be reported to the school.

Students riding bicycles and scooters must have permission from their parents and observe road rules at all times.

Parents are to inform the school if their child is riding a bike or scooter to school.

Helmets must be worn when riding bicycles and scooters to school.

Bikes and scooters are to be parked outside D Block.



Student Leadership

Student Leadership is an important aspect of school life for Stage 3 students.

All students at Eastlakes PS have the opportunity to participate.

In Term 4, Year 5 starts their student leadership journey that supports them in developing a campaign to become a student leader. Teachers and students vote for candidates and student leaders are announced at Presentation Day in Term 4.

The new student leaders make a school pledge and their parents are invited to pin their badges.

The structure of the leadership team is dependent on the size of the cohort. The structure will always ensure equality and fairness across the leadership roles of captains and student leaders.

Technology

The school has iPads, laptops, PCs, and various robots and participates in various digital technologies competitions and challenges, local and global, to enhance teaching and learning.

We focus on e-safety to support students become safe and responsible users of technologies, learning to apply safe and ethical practices to protect themselves and others as they interact online for learning and communicating.

More information about e-safety can be accessed here: <https://www.esafety.gov.au/>



Uniform

There is strong support from parents and staff at Eastlakes Public School for the wearing of the school uniform.

Wearing of the school uniform is one of our school requirements. It promotes school pride and encourages the students to feel part of a cohesive and supportive

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community. The design of the uniform was the result of consultation between the school and parents. It is inexpensive and easy to care for.

School uniforms are available for purchase at the PSW shop located at:

**383 Anzac Parade,
Kingsford NSW 2032**

Phone: 9768 0369

Summer Uniform:

Girls - Terms 1 and 4

- Tunic with Peter Pan collar
- White socks
- Black leather shoes
- Maroon jacket with school logo (for cooler days)

Boys - Terms 1 and 4

- Maroon Shorts
- White short sleeved shirt
- White socks
- Black leather shoes
- Maroon jacket with school logo (for cooler days)

Winter Uniform

Girls - Terms 2 and 3

- Navy pinafore
- White long-sleeved shirt
- Navy tights or white socks
- Black leather shoes
- Maroon jacket with school logo

Boys - Terms 2 and 3

- Long navy pants
- White long-sleeved shirt
- Black leather shoes
- Maroon jacket with school logo
- White/navy socks

Sports Uniform

Girls

- White Polo shirt with school logo
- Navy skort or navy shorts – navy track pants for winter
- White socks
- Joggers
- Maroon jacket with school logo

Boys

- White Polo shirt with school logo
- Navy shorts – navy track pants for winter
- White socks
- Joggers
- Maroon jacket with school logo

Hats

Girls and Boys

- Maroon cap with school logo
- Maroon bucket hat with school logo



Visitors and Volunteers

See Appendix 4

Website

The school website address is:

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

Year 6 Farewell

The year 6 farewell is organised by the P&C in consultation with principal and teaching staff.

The farewell takes place in the last week of Term 4.



Appendix 1: Class Structure in 2022

- In 2022, some of our classes are stage based also known as composite and multi-age classes. We refer to them as composite classes at our school. This structure is a common feature in the majority of public schools in NSW.
- All classes were formed considering friendships, independence, individual abilities and in special cases specific information from parents.
- All classes are mixed ability. Our school philosophy places each learner at the centre of considerations about curriculum and classroom practice.**
- We provide students with **a learning environment** that **suits their individual academic and social needs, as well as their learning style and temperament.** The inclusion of a child in a class is always based on **providing opportunities for optimum growth.**
- All classes provide opportunities for **different learning styles**, cooperative learning, and the development of lifelong learners, students taking responsibility for their own learning and students developing leadership capabilities.
- Teachers differentiate the learning program** by grouping students according to ability for some subjects using different group strategies for different activities, selecting activities that suit a range of learning styles and by using different resources for different students.
- NSW has a stage-based curriculum not a grade-based curriculum;** and based on this we follow a two-year cycle of topics in key learning areas: English Mathematics, Science and Technology, Geography, History, PDHPE, and Creative Arts. **All students access stage appropriate curriculum.**
- Composite classes facilitate team teaching and collegial planning.** Teachers have the opportunity to plan, program, reflect on and teach cooperatively with more than one of their colleagues. This allows teachers to share their expertise and to strengthen and increase their skills. This ensures consistency across classes and stages.
- Student's learning** is not hindered but instead **enhanced in composite classes.** There are a significant number of research studies that suggest students in these classes do not learn less than students in single-age classes.
- Both composite and single-level classes have groups of students performing and working at a variety of levels.** In both types of class structures, teachers implement flexible group activities to address a range of abilities and interests. This is part of the normal delivery of the curriculum, which allows for **individualised instruction and students to develop at their own pace.**
- Composite classes allow students to develop friendships across grades** that lead to supportive and positive behaviours occurring both in the classroom & playground.

We appreciate the opportunity to provide you with information about how the school operates. **Your child's teacher is the best person to talk to about each year's program for your son or daughter's class.**

Appendix 2: Communication Guidelines and School Community Charter

Communication Guidelines

Eastlakes Public School (EPS) is committed to a positive partnership with parents in the education of their children. EPS will continue to meet its commitment to engaging in successful communication through providing open and transparent information about all our programs and procedures. These guidelines outline the communication responsibilities for teachers, students, parents and carers to share information pertaining to the education and wellbeing of students and to the community life of the school.

The objective of communication between parents, carers and the school is always to arrive at an outcome which enhances the learning opportunities and wellbeing of all our students. **At Eastlakes PS we expect and understand that everyone will, in any form of communication, adhere to a respectful and dignified manner at all times.** In adhering to these principles, we aim to strengthen the positive partnership between parents, carers and the school, to enhance the wellbeing of students and to provide quality teaching and learning.

The following guidelines are designed to clarify the school's communication processes. They align with the Department of Education's Code of Conduct, Complaints Handling Policy and School Community Charter.

The school uses many different ways to communicate information to parents.

Eastlakes Public School website	www.eastlakes-p.schools.nsw.gov.au
Skoolbag App 	Search: Skoolbag in Apple App or Google Play Store . Download Skoolbag: School Communication . Create free account add Eastlakes Public School. Ensure you allow Skoolbag to send you push notifications when prompted.
NSW Department of Education website	https://education.nsw.gov.au/
Eastlakes Edition – school newsletter	Skoolbag, emailed fortnightly (even weeks), website
School Assemblies	Fortnightly Friday @2pm
Two written academic reports	Each semester sent home with students.
Parent teacher interviews	Term 1 and as requested
School sign	Updated each week
Social media	Twitter: @EastlakesPS and @EastlakesEAL/D Facebook: Eastlakes Public School
School Email	Eastlakes-p.school@det.nsw.edu.au
Notes	<u>As relevant for events/excursions etc throughout the school year</u>



Official School Facebook and Twitter accounts

Appendix 2: Communication Guidelines and School Community Charter

Communication is a two-way process

Parents/carers are welcome and encouraged to talk with their child's teacher anytime during the year. **The class teacher should always be your first port of call.** Where possible we would prefer to talk with you in person or over the phone. This process allows both parties to clarify questions and issues before trying to solve them.

Teachers have obligations for teaching, supervision, meetings and extra-curricular activities from 8.30am to 3pm. It will rarely be possible for teaching staff to meet with you immediately if you attend the school site without notice therefore it is always best to make an appointment.

How to make an appointment:

Call the office on 9667 3659, or come to the school office in person or send an email to the school eastlakes-p.school@det.nsw.edu.au with the following information:

- Parent/Carer's name
- Your child's name and class
- Name of teacher you would like to meet with
- The purpose of the meeting/interview
- Your contact details
- Preferred days and time to meet

Approaching the children of other parents

It is important that all parents model the school expectations of **responsibility, respect and learning** at all times. Our students learn from the example we all set and the behaviours they observe.

Under no circumstances should parents approach or chastise the child of another parent.

Parents are advised not to contact other parents about a school related concern, particularly if they are feeling angry, frustrated or upset.

Report all concerns following the guidelines. It is the school's responsibility to look into and address student welfare issues following the Department of Education policies and procedures. The school has processes to ensure that issues are handled fairly and sensitively.



Appendix 2: Communication Guidelines and School Community Charter

Guidelines outlining types of concerns and appropriate actions for parents/carers to take.

Concern	Appropriate Action
The academic progress and/or welfare of your own child	<ul style="list-style-type: none"> • Your child's teacher is your first port of call, make an appointment via the office, phone or via the school email to meet at a mutually convenient time and day to discuss your concerns/issues. • Please do not speak to your child's teacher at morning lines as this is the start of the school day and teachers are already engaging with their students. • If the matter is unresolved please contact the relevant Assistant Principal. • If the matter remains unresolved your concerns will be referred to the Principal. • Please do not discuss details with the office staff, SLSOs and/or volunteers. Conversations about your child's welfare and academic progress must only be discussed with teachers/Assistant Principals.
Issues/concerns related to the actions of another child	<ul style="list-style-type: none"> • Your child's teacher is your first port of call, make an appointment via the office, phone or via the school email to meet at a mutually convenient time and day to discuss your concerns/issues. • The class teacher will refer the matter to the appropriate Assistant Principal. • All efforts will be made to respond to your concerns or questions within 48 hours.
School policy or practice	<ul style="list-style-type: none"> • Contact the school office or email the school to make an appointment to see one of the Assistant Principals or Principal to discuss.
Actions of a staff member	<ul style="list-style-type: none"> • Contact the staff member in the first instance by making an appointment via the office, phone or via the school email. • If the matter is unresolved contact one of the Assistant Principals. • If the matter remains unresolved your concerns will be referred to the Principal.
Update details	<ul style="list-style-type: none"> • To convey information about change of address, telephone number, emergency contact, custody details, health issues, please contact the office.

Appendix 2: Communication Guidelines and School Community Charter



School Community Charter

 **Collaborative. Respectful. Communication.**

The following School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

What our schools provide

NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

The best education happens when parents and schools work together.

The School Community Charter aligns with the NSW Department of Education Strategic Plan 2018 – 2022.



Positive environments

It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- to be welcomed into our schools to work in partnership to promote student learning.
- communication from school staff will be timely, polite and informative.
- professional relationships with school staff are based on transparency, honesty and mutual respect.
- to be treated fairly. Tolerance and understanding are promoted as we respect diversity.

We treat each other with respect

We prioritise the wellbeing of all students and staff

Unsafe behaviour is not acceptable in our schools

We work together with the school

Ensuring respectful learning environments for all members of NSW Public Schools communities.

© NSW Department of Education

Appendix 2: Communication Guidelines and School Community Charter



We create
collaborative
learning
environments

We
all play
a part

We work
in partnership
to promote
student
learning

Communicating with our schools

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with up-coming events in the school community.

Our guide for parents, carers and students provides useful information about the complaints process: education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students

Respectful communication is a right

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.

Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.



**Collaborative.
Respectful.
Communication.**

School Community Charter

education.nsw.gov.au

Appendix 3: Positive Behaviour for Learning (PBL)

Positive Behaviour for Learning

Positive Behaviour for Learning, known as **PBL** is an evidence-based whole school systems approach that addresses the diverse academic and social needs of every student to support them to be successful and establishes positive social expectations for all in the school community.

Promoting the learning, wellbeing and safety of all students is a high priority for Eastlakes Public School. We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, responsible and engaged behaviour.

Eastlakes Public School Expectations

Student must abide by and follow our school expectations.

1. We are **responsible**.
2. We are **respectful**.
3. We are **learners**.



Lori the Lorikeet is our PBL mascot

Goal Card

Students who display positive behaviour at Eastlakes Public School will be rewarded for their good choices and positive behaviour and given 'goal' stickers which are placed on the student **Goal Card**. At the beginning of the new school year every student receives a goal card.

Goal Awards

Students have the opportunity to receive 80 reward stickers across the year. Teachers present the award certificates at assemblies once students have achieved a level.

Bronze Award = 10 goal stickers **Platinum Award = 50 goal stickers**
Silver Award = 20 goal stickers **Diamond Award = 80 goal stickers**
Gold Award = 30 goal stickers

Positive Behaviour for Learning continued:

Occurrences of Negative Behaviour

- Students will receive a verbal warning / reminder about the negative behaviour choice that has been made in the classroom/playground.
- After the third warning, students will go to in-class time out/reflection area or playground time out area if during break time. Teacher completes a *Yellow Card* outlining the behaviour/s that occurred.
- Three yellow cards will result in a meeting with the stage supervisor. In this instance, parents will be contacted via letter outlining details of the incidents surrounding the behaviour and what the school has done to work with your child.
- Further misbehaviour will result in a parent meeting with the stage supervisor, student and classroom teacher to discuss the student's behaviour.

Behaviour code for students

NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

Appendix 4: Conduct Guidelines for Parents, Carers, Volunteers and Visitors 2022

- These guidelines are intended to ensure a mutual understanding of our school expectations – **respect**, **responsibility** and **learning**;
- Applies to all parents, carers, volunteers and visitors of Eastlakes PS (*you*);
- Provides guidance about the standards of behaviour expected of *you*; and
- Outlines protocols and procedures for appropriate conduct and the development of positive relationships within the school community.

A code of conduct for parents, carers, volunteers and visitors ensures that everyone who visits the school site is able to do so in a safe and harmonious manner to ensure that students, staff, parents and other visitors are not subjected to aggressive, confrontational, hostile or violent behaviours.

Your Rights and Responsibilities

Listed below are expectations leading to a **positive partnership** between *you* and EPS:

You have the right to:	You have the responsibility to:
Participate in a happy, safe, secure and satisfying environment.	<ul style="list-style-type: none"> • Support EPS in its effort to maintain a positive teaching and learning environment • Act in a safe and responsible manner • Ensure your child/children are punctual to school every day • Follow procedures governing entry and behaviour on school grounds, including restrictions that may be imposed.
Be heard and treated with respect by all members of the EPS community	<ul style="list-style-type: none"> • Listen to, and treat members of the EPS community with respect and courtesy • Discuss issues or concerns about school, staff or students through the correct procedures.
Be informed about your child's educational progress, social development and behaviour	<ul style="list-style-type: none"> • Communicate and act on information regarding the educational progress, behaviour and social development of your child
Accurate information in regards to a situation involving your children.	<ul style="list-style-type: none"> • Seek clarification from EPS before acting upon or making assumptions. • Not to discuss the situation with other parents, students, community members. • Allow teachers to supervise, investigate and manage students without interference
Have access to staff at convenient, mutually agreed times	<ul style="list-style-type: none"> • Make an appointment in advance and attend at the mutually agreed time
Be kept informed and included in decision making and policy development	<ul style="list-style-type: none"> • Support EPS's guidelines and decision making processes
Report instances of concerns/issues/incidents involving your child	<ul style="list-style-type: none"> • Allow procedures to be followed as stipulated in school guidelines • Maintain a solution focused approach to solving issues in a calm and co-operative manner.

Our Playground



Playground Equipment



Adventure Playground



Sensory Garden



Amphitheatre

*At Eastlakes PS we are respectful,
responsible learners.*