

EMU HEIGHTS SCHOOL HANDBOOK



We Value

A warm, caring and stimulating learning environment which:

- Develops a view and appreciation of learning as a life long journey
- Caters for differing learning abilities and styles
- Provides a challenging curriculum in which all children can reach their potential
- Celebrates positive attitudes, effort and achievements
- Ensures tolerance and respect for others and self
- Creates opportunities to lead, grow and take responsibility
- Builds knowledge of Australia and its place in the global village
- Respects diversity and the independence of life on our planet
- Welcomes partnerships in learning with a supportive school family

Introduction

Welcome to the Emu Heights Family!

Nestled at the foothills of the Blue Mountains, Emu Heights Public School opened its doors in 1972 with just 87 children and 3 teachers.

Today our school has a student population of over 300 children. It has a reputation for academic achievement, positive student welfare and excellence in sport, the creative arts and extra curricula activities while still retaining a caring family atmosphere.

Our School Provides :

- Priority emphasis on literacy and numeracy
- A positive student welfare policy and discipline code
- Recorder, Dance, Choir and Creative Arts Groups
- Special programs that focus on building leadership and positive relationships
- Participation in a wide range of sporting activities
- Information and Communication Technology Skills Education
- Programs for children with special learning needs
- Strong links to the wider community
- Beautiful, spacious and well maintained grounds
- An enthusiastic and supportive P&C

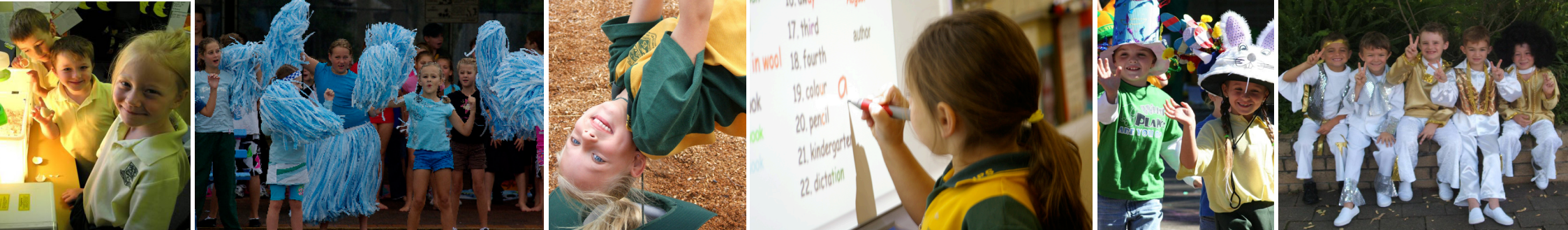
Quotes from our Quality Assurance Review

- *"A friendly caring school in which excellence is valued and the individual nurtured"*
- *"The school staff display outstanding commitment and enthusiasm"*
- *"Teachers are approachable, open and friendly"*
- *"Teachers and students respect each other"*
- *"There is a definite family atmosphere"*

As you read this booklet we trust you will grow in your understanding and appreciation of why Emu Heights Public School is a great place for children to learn and grow.



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Curriculum



MATT AND SHANE WERE LOST IN THE CITY. IT WAS SPOOKY AND DARK IN THE CITY AND THEY WERE VERY SCARED.

Charlotte and Lisa were lost in the campsite. It was a pitch-black night and they felt scared.

Shipt and Shane
they saw a
terrified
Rym Barnes.

Hayley, Shane and
lost in the scary, gloomy city. They
felt very scared as they walked
through the dark, terrifying streets.

night.

Hannah Bu

Alexa Weekes

Alex and Christian were lost at the beach.
It was spooky and dark and
Alex and Christian were frightened a lot.

6.6.14

6.6.14

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freezing.
Brandon

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Nicholas J



Key Learning Areas

The learning programs for all children are divided into seven Key Learning Areas (KLA's):

- English: Reading, Writing, Language, Spelling, Talking and Listening, Handwriting
- Mathematics: Working Mathematically, Number, Patterns and Algebra, Data, Measurement, Space & Geometry
- Science
- Information & Communication Technology Skills Education (ICT)
- Human Society and Its Environment
- Personal Development, Health and Physical Education

Technology

Our school is fully networked with computers in all classrooms connected to the internet.

A 20 computer laboratory in the library supports our ICT skills learning program.

All children are provided with their own personalized file on the school network from which they can access a range of software and programs and complete personal research and publishing tasks.

Transition Programs

In addition to school orientation programs our school also conducts in conjunction with local pre schools and Nepean High School a range of programs to support children at major transitions points in their school life.

For entry to school these programs include:

- 'Littlies in the Library' morning visits to the school by local pre schools
- School Readiness discussion evenings conducted at local pre schools
- Orientation evening for parents
- Orientation morning for children

For entry to high school these programs may include:

- Visits from high school staff and students

- Performances by high school students
- Workshops and lessons conducted by high school teachers at our school
- Activities and special events conducted by high school teachers at Nepean High
- Orientation evenings and Opens Days
- Orientation mornings prior to the commencement of High School

Best Start

One of the ways we begin our planning for meeting children's needs is the Best Start Program.

This program involves Kindergarten children completing a series of activities in literacy and numeracy designed to give us an initial indication of their pre school development. The Best Start activities are conducted individually with children and a Kindergarten or Support Teacher in the days just prior to the start of term 1.

Further information and appointment times are available during orientation events.

Maths Challenge Times

We seek to cater for children's varied learning needs using a variety of teaching strategies and school organisation structures.

In Numeracy, one program we implement with Years 2-6 is Maths Challenge Time. This program gives us the opportunity to work with smaller groups of children to complete teaching and learning activities that more explicitly meet their learning needs. Maths Challenge Time is held each Thursday morning.

University of NSW International Competitions and Assessment

Each year children Years 3-6 have the opportunity to participate in International Competitions and Assessments for School Program.

These competitions conducted by the University of NSW are held in English, Mathematics, Writing, Science and Computer Skills.

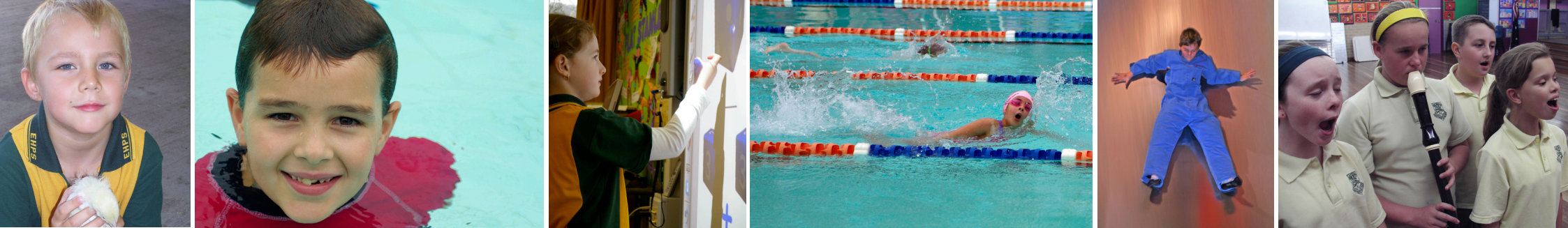
Entry details and closing dates for each competition are published in the school newsletter.

Reading Recovery

One of the several programs that target children experiencing difficulty in reading is our Reading Recovery Program. This program involves Year 1 children working individually with a specially trained teacher for 30 minutes each day for a 18 week period.

Participation in the Reading Recovery Program is determined by the school in conjunction with a DET consultant.





Extra Curricula Program and Initiatives

One of the many great features of our school is the rich smorgasboard of curricula related programs and extra curricula initiatives that provide new and exciting learning opportunities. These programs and events are made possible through the enthusiasm and commitment of teachers and parents working together.

Some of these include:

- Dance Groups
- Recorder Ensembles
- Senior and Junior Choirs
- Peer Support
- Kindy Buddies
- Year 6 Leadership Training
- Literacy Week Events
- Dance and Music Festivals
- Bathurst and Beyond Trip
- Talent Quest
- Swim School
- Concerts and Open Day Performances
- Surf Ed
- Premier's Reading Challenge
- Public Speaking Competitions
- Spelling Bee Competitions
- C.A.R.E.S Bike Education Program
- Seasnooze
- Canberra and Snowy Mountains Trip
- Lunchtime Reachers Club

Details concerning these programs and all school events are outlined in our weekly newsletter as they occur.

Sport

Primary sport (Yrs 3-6) is held each Friday from 8.55-9.55 during Terms 1 and 4 and 11.15-12.15 during Terms 2 and 3. Infants sport (Yrs K-2) programs are conducted each Tuesday morning. On sport day all children should wear the school sports uniform.

Our school also participates in the Penrith District Primary Schools Sport Association (P.S.S.A.), during the winter competition. P.S.S.A. is an interschool competition conducted with participating schools in the Penrith area. Children not participating in P.S.S.A. sport complete a skills and major games program at school.

In addition children have the opportunity to participate in a variety of sports clinics and knockout competitions, throughout the year.

Details concerning extra curricula sport and P.S.S.A. are sent home prior to the commencement of competition.

Primary children also compete in school swimming, cross country and athletics and carnivals. A K-2 sports carnival is also held during term 3.

The school has 3 sporting tribes. Bererra (blue), Pitjinjarra (purple) and Gunavidge (red). All primary children are allocated to one of these tribes. There is a healthy competitive spirit amongst the 3 tribes with points being allocated for sporting events, work in class and on occasions when general initiative is shown. The emphasis however in all carnivals is participation, encouragement and achieving personal best.

Homework

The purpose of homework, like school work, is learning. Homework is important for students of all ages, as it helps them build on what they have already learnt in the classroom by reinforcing and consolidating knowledge and skills. Homework also prepares them for the next stage in their learning.

In their early years, K-2 children may be involved in regular homework activities such as:

- home reading schemes
- collecting pictures and objects related to language studies, etc.
- phonemic awareness activities
- specific language activities
- Maths revision

As children progress through primary school, they increasingly will work independently on their homework.

Activities may include:

- completion of class work
- revision activities related to Language and Maths
- home reading schemes
- research
- observation and data collection
- practising tables, spelling, etc.
- designing and making activities

We see homework as another tool of communication between school and home and a vital part of the home-school partnership which supports children in their learning.

Child Protection Program

The Child Protection Program is aimed at reducing the incidence of child abuse and developing life skills.





The program is a series of lessons designed to help children recognise dangerous situations, develop protective skills and establish and maintain positive relationships. The lessons are primarily centred around discussing a case study or scenario that children could easily experience as part of everyday life and how best to appropriately respond to it.

Child Protection Lessons are conducted as part of the teaching learning program during term 3.

Spark's Program

Children at Emu Heights enjoy a rich smorgasbord of learning opportunities. One such initiative, the Sparks program, aims to provide children with unique learning opportunities through the utilization of school, community and industry expertise.

Each year several special events are planned to provide children with an experience that we hope will 'spark' a new talent or interest in their future learning.

Scripture

Every Tuesday, representatives of the major churches, provide 30 minute scripture lessons for all children. Scripture choices include Catholic and Protestant.

Provision is also made for a non Scripture group.

Life Education Program

Life Education is a health promoting, drug prevention program hosted by our school each year. Topics of discussion include; the need for a variety of foods, exercise, fresh air and adequate sleep. From Year 1 children also discuss the effects that some substances have on the body if used incorrectly. The substances discussed include: medication, tobacco and in Years 5 and 6 alcohol.

The program is presented in a specially prepared portable classroom involving music, special effects and a life size puppet, "Happy Harold".

Life Education Programs are designed to complement many different areas of our school's curriculum.

Reporting Children's Progress

In addition to the regular opportunities for personal and telephone interviews, a detailed written report of children's progress is sent home twice per year during June and December.

These reports are the compilation of assessments conducted throughout the year using the results of classroom observations, assessment tasks, class tests, whole grade assessments and standardised tests.

Towards the end of term 1 special opportunities for parents to meet with teachers and discuss children's progress are also available.





Starting School

Enrolment

An Immunisation Certificate and other documents as included on the front of the enrolment form are also essential.

Orientation mornings, for children coming to Kindergarten and Information Evenings, for parents of children coming to Kindergarten are held in November each year.

Concerns over school readiness can be discussed at any time with the Assistant Principal K-2 or Principal.

Immunisation

The N.S.W. Public Health Act requires parents with children starting in Kindergarten, to present an Immunisation Certificate at the time of enrolment.

The Immunisation Certificate:-

- reminds and encourages parents to have their children immunised against diseases which can be prevented, and,
- helps identify children who have not been immunised.

Should there be an outbreak of an illness preventable by immunisation (1 case is considered an outbreak) children not immunised are required to stay at home for their own protection.

School Uniform

Our school uniform has been designed to be both attractive and meet children's needs, as they learn and play at school. In recent years, additional uniform options have been added as a result of concerns for sun protection and the Girls' Education Strategy.

The Girls' Education Strategy highlighted research that showed older girls particularly, under perform in activities where there is a possibility of their dress not providing full privacy e.g. Sport or Group activities.

The additional uniform options include 'skorts' (not culottes or shorts) as an alternative to school dress for girls and Cancer Council approved (close weave) lemon polo shirts (embroidered with school logo) for both boys and girls.

The full range of school uniform is:





Boy's Summer Uniform :

Grey shorts
Lemon polo shirt with school logo
Plain grey socks
Black shoes
Bottle green hat

Boy's Winter Uniform :

Lemon polo shirt with school logo or gold skivvy
Grey trousers or grey shorts
Bottle green jacket or jumper – with logo
OR
Lemon polo shirt with school logo or gold skivvy under bottle green track suit
Bottle green jacket – with logo
Plain grey socks
Black shoes
Bottle green hat

Girl's Summer Uniform :

Green, brown and white check, princess line dress featuring a Peter Pan collar with bottle green piping, green tab and zip down back.
OR
Lemon polo shirt with school logo and bottle green skorts
Plain white ankle length socks
Black shoes
Bottle green hat
Yellow or bottle green hair accessories

Girl's Winter Uniform :

Tartan pinafore with inverted pleat at back, long or short sleeved yellow blouse with Peter Pan collar or gold skivvy or lemon polo shirt
Plain white ankle length socks OR bottle green tights
Black shoes

Bottle green jacket of jumper with logo
Yellow or bottle green hair accessories

NB In place of pinafore, bottle green slacks or bottle green track suit may be worn.

Jewellery - No jewellery should be worn except sleepers, studs, watch and/or signet ring. Nail polish is not to be worn to school.

Classroom Equipment

While the Department of Education & Training provides a per capita grant to schools, these funds do not cover all essential needs of children. At the beginning of each year class teachers notify parents of the particular needs of each class. Naturally it is critical for children to ensure all pens, pencils and other classroom necessities are at school each day so that learning is not hampered.

Textbooks

Textbooks are incorporated into classroom programs according to the needs of each class. As a result, the number and nature of textbooks used may change from year to year. Parents are advised at the beginning of each year by class teachers of textbook and other student requirements.

Textbooks are only used as a supplement for classroom teaching and learning activities. As a result not all sections of the book will be completed by the end of the year.

School Uniform Shop

The following items are only available through the school uniform shop between 8.15 and 9.30am on Monday mornings. Uniform items may be ordered at other times using a mail order system. Order forms and price lists are available from the school office. Uniform orders are delivered to children's class the Monday after orders are placed.

Skorts, summer and winter tunics
Polo shirts with logo
Sports polo shirts
Sports shorts
Sloppy Joes with logo
Zip jackets with logo





Bottle green hat with logo
Tunic scrunchies
Green backpacks with school logo
Metal school badges
Sports socks

The following items are available from stores listed below

Boys grey trousers and shorts
Grey, white socks
Green track suits
Yellow blouse
Gold skivvies
Lowes Penrith Plaza
Best and Less Penrith Plaza
Big W Penrith Plaza

Our school Uniform shop and Second hand Clothing Pool are staffed and administered by parent volunteers elected by the P&C.

All items of clothing need to be labelled with child's full name in indelible ink.

At Recess and Lunchtime there is a 'NO HAT NO PLAY' policy operating throughout the warmer weather.

Peanut Products

Due to the increasing prevalence of children experiencing allergic reactions to peanuts, parents are requested not to provide children with peanut or nut products as part of their recess or lunch.

Paint Shirt

To protect children's uniforms from paint splashes and mishaps during Art and Craft activities all children are asked to have at school an old long sleeved shirt to wear over uniforms. Elastic at the wrists prevents sleeves dragging in young masterpieces!

In spite of protective clothing, not surprisingly, children still seem to get paint on their uniforms. All paints used in school can be removed from clothing by using the following method:

- Separate the stained garment from the rest of wash
- Spray with stain remover
- Wash as per normal

Do not use hot water or wash before spraying

Library Bag

Before borrowing from the library, children need a large fabric bag to protect precious books while on loan. Library bags with our school crest are available from the school uniform shop.

Clothing Pool

Good used school uniforms are available through the Uniform Pool at the A.V. Room between 8.30 and 9.30am on Tuesday.

Paper Levy

To assist with the enormous school expenditure required in duplication and home/school communication, a paper levy is requested each year. This levy is collected during Term 1.

Earrings & Jewellery

Jewellery, sleepers and dangling earrings can cause injury when children are playing or participating in sport. For safety reasons only stud and small sleeper earrings may be worn to school.





School Organisation & Administration

Bell Times

8.30am	Supervision available - children may play on netball court and adjacent lawn.
8.55am	K-6 morning assembly
10.55am	Morning tea (recess) begins
11.15am	End of recess - Children assemble outside classrooms
1.05pm	Lunch - eaten with class teachers
1.15pm	Lunch - play periods begin
1.35pm	Second half lunch, library opened Monday/Tuesday/Wednesday/Thursday
1.55pm	End of lunch Children assemble outside classroom
2.55pm	Classes dismissed.

Music is played 5 minutes prior to the end of play periods to give children time to go to the toilet and wash their hands prior to class

Parking

Our school has very limited parking and a common entrance and exit point. With up to 30 deliveries a day to the school our parking area is a high traffic zone. Consequently, the school carpark is restricted for staff parking only. Parents are asked not to pick-up or drop off children in the carpark at any time as the possibility of children being injured is very real.

Similarly, the areas outside the school gates are designated no parking so that children can enter and leave the school grounds safely.

One of the many wonderful features of our school is its spacious grounds. Park your car outside the grounds and enjoy the walk. Your children will be safe and you'll feel healthier!

Newsletters

Each Tuesday our school newsletter is published. It is the main source of written communication between the school and families. Everything families need to know about what's happening at our school is contained in weekly newsletters.

The newsletter is sent home with the youngest child in each family. Additional copies are also available at the office.





School Development Days

Every year all schools in N.S.W. hold 2 School Development Days, on the first day of terms 2 and 3.

Together with programs conducted after school hours and during school vacations, School Development Days provide important opportunities for planning, policy and curriculum writing, resource assessment, program evaluation and professional development.

Money Collection

Children are often required to bring money to school for a variety of reasons. A note outlining costs associated with each activity is always forwarded to parents at least 2 weeks prior to the event.

Please assist by putting money in a sealed envelope with your child's name, class and purpose written on it. Money envelopes are collected by teachers each morning at 9.00am.

It would assist the school if each family member could have his/her own envelope. On some occasions, children will be asked by note, to hand money in at the office.



Parent Participation, Involvement & Support



Parent Involvement

Many of our school programs are reliant on the generous support of parents who give up their time to be part of the learning partnership. Without their involvement it would not be possible to organise and implement the enormous variety of curricula and extra curricula programs our children currently enjoy.

Newsletters regularly communicate ways parents and community members can be involved in enhancing learning at Emu Heights. We look forward to your support in this vital area.

Meet the Teacher Evenings

Each year teachers host an evening for parents to visit the school and hear about the year ahead. Details concerning Meet the Teacher Evenings are forwarded to parents early in term 1.

Working with Children

One of the many great features of our school is the way staff and parents work together harmoniously to enhance teaching and learning opportunities for our children.

This may involve working with children across all K.L.A.s in sport, attending excursions and camps, transporting children to special events and a variety of other situations.

Parents and community members working with children are required to:

- complete a 'Prohibited Employment Declaration'. This is a mandatory requirement for all adults working with children under NSW Child Protection Act,
- respect the privacy of children and school staff by discussing any matters of concern with school staff and never other members of the public, and,
- conduct themselves in keeping with the behavioural expectations of our school.

Parents & Citizens Association

Our school's P&C Association is a very important organisation. Not only does it provide much needed funds through the canteen, uniform shop and other P&C fund raising activities but more importantly provides a forum to enhance the close co-operation between the school and the community.

In addition, the P&C provide social opportunities through well organised family activities enjoyed by all.

All parents are strongly urged to support the P&C Association, to attend its meetings on the first Tuesday of each month during term and to join in its various activities.

Canteen

The P&C Association of our school also run our school canteen. The canteen. is staffed by voluntary helpers providing healthy food at greatly reduced prices. The canteen operates on a roster basis for as many days a week as possible, determined by the number of volunteers.

Children wishing to order lunch from the canteen should bring lunch orders written on a paper bag with money enclosed, noting name and class after the written order. Lunch orders are collected each morning from the classrooms and then delivered by class monitors to each class in time for lunch.

Our canteen follows a healthy foods policy.

Privacy Policy

The school and the NSW Department of Education and Training are subject to the Privacy and Personal Information Protection Act 1998 (NSW). The information provided on Enrolment Forms is obtained for the purpose of processing the student's application for enrolment. It may be used and where necessary disclosed by the NSW Department of Education and Training for the following purposes:

- General student administration
- Communication with students and parents
- State and National reporting purposes
- Promotion of the school
- School-related activities (e.g. reunions, school publications, school histories, school anniversary celebrations)
- To ensure the health and safety of students, staff and visitors to the school
- For other matters relating to the education and welfare of the student; and
- For any other purpose required by law

The information will be stored securely. You may access or correct any personal information provided by contacting the school.

The health-related information collected is subject to the Health Records and Information Privacy Act 2002. It is collected for the primary purpose of ensuring the health and safety of all students, staff and visitors to the school. It may be used and disclosed to medical practitioners, health workers, other government departments and/or schools for this primary purpose, or for other, related purposes.

Parents are also requested during enrolment to indicate if they consent for their child's work/photograph to be published on the school website or in local newspapers.

Individual names are not published in either media





Student Welfare & Discipline

Student Welfare

At Emu Heights we view student welfare as the sum total of all we do with children personally, socially and academically.

We seek to provide a stimulating, safe and positive learning environment where children are treated with respect and care. Children are expected to respond in a like manner.

The school is not by itself responsible for, or equipped to develop, socially acceptable behaviour by students. This most important role is a shared responsibility of parents, children and teachers in a partnership of learning.

At the beginning of the year each class designs its own class rules and school playground rules are reiterated. To ensure parents as well as children are aware of what these rules are, both class and playground rules are communicated to parents each year. Parents can help by discussing these rules with children and encouraging respect of self, others and property.

A positive and supportive approach to school by parents will be reflected in their child's attitude and success.

Absences from school

When a child is absent from school for any reason, it is necessary that the child's care givers, provide a written statement to the child's classroom teacher indicating the reason for the absence.

Should you wish to collect your child from school before dismissal at 2.55pm it is necessary to call at the main office to organise an early departure note

Punctuality

It is very important that children arrive at school prior to the 8.55 morning assembly. This gives children time to greet their friends and be ready to attend morning assembly.

Morning assembly is held in the lower quadrangle, and is the only time of the day we gather together as a whole school. Morning assembly provides children and teachers with a time to hear important celebrations, messages, announcements, reminders and congratulations.

Interviews

Each teacher is allocated one hour per week during class time to conduct parent interviews either by phone or in person. During this time the class is taken by a specialist teacher who has responsibility for a specific part of the school's program e.g. Library, Music, P.E. These times are communicated through





newsletters and at Meet the Teacher evenings.

Interviews before and after school can also be arranged by contacting your child's teacher.

All teachers welcome the use of these interview opportunities. As always please contact your child's teacher to arrange a suitable time to meet to ensure the interview is mutually convenient.

Medication

Because of the obvious dangers of children bringing medication to school the following procedures apply to the issuing of medication at our school.

- Try to regulate the dosage so that medication can be administered at home.
- If Medication must be given during school hours, a form, available from the office, must be completed and left at the office with the medication. All medications are kept at the office. No medication may be left in a child's case. Medication must be clearly labelled with the child's name and how and when the medication should be administered.

It is naturally essential that the school be advised of any medical condition children may experience and the most appropriate treatment.

Valuables

Valuable toys and equipment such as radios, cassettes, Discmans, ipods, etc. should not be brought to school.

Infectious Diseases

The following is a list of ailments and treatments which school age children can experience.

- IMPETIGO - exclude until treatment starts. Sores must be covered with a watertight dressing. School must be informed.
- CHICKEN POX - exclude for 5 days after first spots appear and until blisters have scabbed over.
- CONJUNCTIVITIS - exclude until discharge from the eyes has ceased.
- GERMAN MEASLES - exclude for 4-6 days after the appearance of the rash.
- HEAD LICE (PEDICULOSIS) - excluded until hair has been treated with medication.
- MUMPS - exclude for 9 days from the appearance of the rash or until a medical certificate is produced.
- WHOOPING COUGH - exclude for 5 days from the onset of the whoop and commencement of special antibiotics.
- PAROVIRUS B19 (SLAPPED CHEEK) - no exclusion necessary as child is most infectious before rash appears.

Health Screening

While children are in Kindergarten a community nurse based at our school is available to conduct a basic health screen of children's vision, hearing and speech, if required. Parents can request this screening in writing via the classroom teacher.

A letter outlining any concerns is forwarded to parents by the community nurse once screening has been completed.

Our community nurse can also assist with advice and arrangements for many types of specialist consultations through the NSW Dept. of Health. The Community Nurse is located in a separate office at the end of the Administration building.

Personal Property

All children's clothing should be marked clearly with the child's full name. This is particularly important with hats, jumpers, pullovers, tracksuits and rainwear. Please check clothing regularly to ensure that labels are not faded or illegible.

Lost property is kept in the office for 6 weeks and sold at the second hand uniform sale if not claimed.

Accidents

If a child should be involved in an accident other than of a minor nature, at school, parents will be notified as soon as possible. The co-operation of parents in completing emergency cards (at time of enrolment) and keeping the school informed of any changes, especially to work and emergency contact telephone numbers, is therefore most important.

Student Assistance scheme

Each year our school is allocated a small fund (approx. \$250) to assist families experiencing financial difficulty with excursions, camps and in providing school equipment. Parents may apply in writing to the Principal for support from the Student Assistance Scheme.

Stewart House

Stewart House is a school at Curl Curl which is run by the Department of Education & Training and funded by teachers and children throughout the state. Stewart House provides a cost free break for two weeks for children who, because of personal circumstances, are in need of a change. While at Stewart House, children are also given free medical and dental treatment.





Each year, Stewart House conducts a rag and used clothing collection through our school as well as other fund raising. Our school is a proud supporter of this unique program for children.

Mobile Phones

Should parents need to contact or get a message to their child during school hours they can do so by contacting the school office.

In situations where parents feel it essential for a child to carry a mobile phone at school the phone must be turned off during school hours 8.30-2.55.

Counsellor

A Department of Education & Training Counsellor is allocated to our school 1-1/2 days per week. The role of the School Counsellor is to:

- carry out assessments of ability and behaviour with children demonstrating special needs, problems or performance concerns,
- advise teachers, parents and children concerning the results of testing and related issues,
- recommend special placements,
- arrange support personnel for students with identifiable needs related to vision and hearing and
- advise parents of community agencies which may support children/family welfare.

Children may be referred to the school counsellor after consultation with the class teacher and/or principal.

Support Teacher Learning Assistance (S.T.L.A)

Currently our school has the benefit of a specially trained Support Teacher for Learning Assistance 1-1/2 days per week. This teacher conducts an intensive program designed to support children experiencing difficulty in reading.

The S.T.L.A. also conducts standardized and diagnostic testing throughout the year.

Bicycles & Scooters

In keeping with R.T.A. and Department of Education and Training guidelines only children 10 years and over are permitted to ride bikes and scooters to school, providing they:

- have their parent's permission,
- wear an appropriate helmet,
- obey all road safety rules when travelling to and from school and
- walk their bike while in the school grounds

Bike racks are provided for the safe storage of bikes. It is essential bikes are locked to the rack each day.

Scooters are kept in bag rooms or the gas enclosure if there is insufficient room. Our school also participates in the C.A.R.E.S. Bike Education Program for Senior students.

Buddy System

One of the many ways a family atmosphere is created and enhanced at our school involves the Kindy Buddy System. This program partners newly enrolled Kindergarten children with Year 6 children who act as role models and provide special support especially in the early days at school.

Cultural Visits

Twice a year our school arranges visits from various cultural groups. These visits are designed to complement existing educational programs and provide new learning opportunities not readily available in our area.

Peer Support

Peer Support is a program which encourages positive relationships within our school between children of all ages. It develops communication, self esteem and group work skills through an activity based program. All children from Grade K-6 are arranged in Peer Support groups. The group is led by a Year 6 Peer Support leader who presents a series of preplanned activities within a framework of friendship.

All Year 6 children receive special leadership training to equip them for their work both during Peer Support lessons and other activities throughout the year.

Excursions & Camps

Throughout the year, special events which complement classroom studies are arranged for all children.

While these visits are an important component of our school's program, it is also part of our discipline policy to withdraw any child from excursions if it is felt their behaviour will place at risk the safety of other children, themselves or the success of the activity.

Details relating to these special events, including permission notes, are sent home several weeks before each event.





Concerns or Problems

Naturally from time to time issues or problems may arise. For class problems, initial contact should be made with the class teacher to clarify any concerns. Problems arising from the broader school environment are often best referred to the appropriate teacher in charge, Assistant Principal or Principal.

Assemblies

Once a week children meet in either a K-2 or 3-6 assembly. These meetings are important opportunities to celebrate, discuss issues that effect our school family, sing, hear reports and award merit certificates.

Assemblies are also an opportunity to reinforce positive audience behaviour and manners. A special 'Sausage Celebration' is held each term for the class who works hardest in this area of behaviour.

Student Representative Council (S.R.C)

The Students' Representative Council (S.R.C.) is a group of students made up from elected representatives from each class (Years 1-6). The executive roles at these meetings are taken by school captains, vice captains and prefects.

The S.R.C. meets twice per term considering and voting on issues discussed in class and brought to the meetings by the S.R.C. members. The S.R.C. is granted a budget from which items approved at meetings are purchased.

Custody of Children

Family circumstances often change. It is vital that the school be informed of any variations to custody arrangements, emergency contacts, work and home telephone numbers, etc.

Where access or custody of children has changed or other orders have been awarded, court documentation or similar, needs to be provided to the school as a matter of urgency.

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